

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD CAMPUS SUPERVISOR

BASIC FUNCTION:

Under the direction of a Principal or Vice Principal, supervise and monitor the behavior of students who are outside of class and at school sponsored activities both on and off campus; enforce applicable sections of the Education Code, the Penal Code, the District's Student Conduct Code and individual school rules; assist in the maintenance of an orderly and safe campus.

ESSENTIAL FUNCTIONS:

Confer with supervisor as to campus supervisor assignments and special activities and relay instructions to campus supervisory staff; work with Campus Supervisors and students to resolve issues; refer more difficult issues to administrators.

Assure campus supervisors perform duties in accordance with assigned schedules.

Provide input into employee performance evaluation process for Campus Supervisors.

Assist certificated and classified employees with preventive discipline by explaining school rules to students and parents.

Establish rapport with faculty and students in order to gain their trust and confidence; inform students of acceptable school behavior.

Patrol in and around the campus during school hours providing general supervision of students outside of class and remain alert to problems likely to disrupt the educational process or be physically injurious to persons or property.

Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.

Check students who are out of class during class time to inquire as to the reason for being out of class; direct tardy students to go to appropriate school office.

Complete necessary incident reports accurately and serve as a witness in student conferences, disciplinary hearings/proceedings and legal hearings/proceedings.

Intercept non-students who come on campus during school hours and direct them to either report to the office or leave campus; notify school administration immediately if a non-student fails to comply, returns again after departing, or otherwise creates a problem.

Escort students to the school administration in cases of serious or repeated violations.

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Assist local law enforcement officers in working with students; share information regarding students.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of providing work direction and guidance to a group of campus supervisors.

Student Conduct Code, Education Code and Penal Code sections related to student conduct.

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Basic record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Operation of a two-way radio.

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and security.

Assure student compliance with school and District policies and regulations.

Coordinate campus supervisor work at a school.

Interpret, apply and explain laws, rules and regulations.

Perform duties with patience, tact and good judgment and within established guidelines.

District organization, operations, policies and objectives.

Establish and maintain cooperative and effective working relationships with others.

Observe situations and accurately determine an effective course of action.

Operate a two-way radio.

Observe health and safety regulations.

Maintain routine records.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Maintain consistent, punctual and regular attendance.

Stand or sit for extended periods of time.

Walk or run over uneven surfaces.

Climb stairs.

See to monitor student behavior and assigned campus areas.

Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years experience working with high school age students preferred.

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LICENSES AND OTHER REQUIREMENTS:

Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Possible fights and confrontations.