

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Campus Supervisor	CLASSIFICATION: Classified (SEIU)
REPORTS TO: Principal	RANGE: 240
WORK YEAR: 9 Months	CLASS: Instructional Support
BOARD APPROVAL: 1/14/16	
BOARD REVISION:	

PRIMARY FUNCTION: Under general supervision, to monitor student conduct, enforce school rules, patrol the school campus and immediate adjacent areas; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by helping to assure student safety, orderly operations, and secure facilities free from disturbances to learning and teaching.

SUPERVISION OVER: Students

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Supervises, patrols, monitors, and maintains the order of campus, restrooms, parking zones, and immediate adjacent areas.
- Assists administrators and teachers in teaching and reinforcing consistent behavioral expectations and appropriate behaviors; rewards students for meeting these expectations and exhibiting appropriate behaviors with encouragement and praise.
- Enforces student adherence to school rules and policies as necessary by observing, interrupting, and redirecting inappropriate behaviors (e.g. disrespectful communication, horseplay, physical aggression, littering, dress code violations, loitering, vandalism, bullying, harassment, intimidation, theft, possession and/or use of controlled substances, possession and/or use of dangerous/inappropriate items, etc.)
- Initiates progressive discipline as necessary according to specific District and site policies by referring and reporting infractions of school rules, violations of the law, and/or damage to school property to the appropriate administrator.
- Checks student passes to verify administrator/teacher authorization given for transit on campus during instructional time and/or permission to leave campus.
- Checks adult visitor passes to verify that individuals visiting campus have registered with the office; may direct unauthorized visitors to check-in with the office or to leave campus.
- Checks for and reports potential safety hazards and suspicious/unauthorized persons or activities on campus to school administration.
- Actively assists school administration with emergency drills and actual emergencies such as fire/evacuation and intruder/lockdown.
- Exercises good judgment in assisting an ill or physically injured person.
- Supervises and monitors student attendance at and behavior during detention; reports absent students to the appropriate administrator.
- Distributes messages, passes, paperwork, books, materials, etc. to teachers and students as directed.
- Prepares incident statements of events witnessed for the purpose of written documentation; logs referrals and dispositions in the student information system as assigned by an administrator.

- May work outside of the traditional schedule to assist with evening and weekend event set-up/tear-down and student supervision services.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years
- CPR and first aid certification preferred.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- District and school rules, regulations, and policies.
- Behavior interventions and management strategies for students of various ages.

ABILITY TO*:

- Maintain a firm but friendly attitude toward individuals.
- Identify and redirect inappropriate behavior.
- Enforce campus rules and regulations.
- Detect and identify drugs and controlled substances.
- Diffuse conflicts and potentially volatile situations.
- Act quickly and calmly in emergencies.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Communicate effectively with students and the general public.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (With or without the use of aids)*:

- Work is performed while moving about to patrol the campus for extended periods of time etc.
- Work is performed while in a stationary position to fill out reports as needed.
- Work is performed while positioning self to supervise students, monitor school facilities, etc.
- Work is performed while moving supplies weighing up to 20 pounds across the campus.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a radio, computer keyboard, and standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Eating and common areas, playgrounds, restrooms, classrooms, parking lots, campus perimeter; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; outdoor environments on campus in variable weather conditions.