

## **Job Description – Campus Supervisor**

### **Basic Function:**

Under the direction of a Principal, perform a variety of duties related to the supervision of children on assigned school grounds. Campus Supervisors are responsible for supervising play activities; enforcing school rules; settling pupil disputes; encouraging participation of all children in play activities; maintaining discipline, and compliance with school and District rules and procedures.

### **Representative Duties:**

#### Essential Functions:

- Monitor and/or supervise children as assigned.
- Model positive behavior and communication, promoting courtesy in all interactions.
- Handle minor disciplinary cases. Encourage appropriate conflict resolution techniques.
- Prevent or break up student conflicts or fights.
- Complete or assist with incident reports as necessary.
- Encourage children to eat during nutrition and lunch.
- Seat and dismiss children from the cafeteria and/or outdoor eating areas.
- Maintain a quiet and pleasant atmosphere in the lunch areas.
- May wipe tables, benches in cafeteria and/or outside lunch areas.
- Assist cafeteria workers as assigned.
- Issue approved equipment for use in lunchtime activities; maintain order in games and play activities.
- Open and close facilities for outdoor user groups. Escort and direct authorized visitors to their destination; provide general information and assistance.
- Prevent unauthorized personnel on school grounds. Notify the principal immediately of any suspicious or unsafe conditions on campus.
- Escort students to and from administrative offices as needed.
- May maintain traffic control in parking areas as assigned.
- Work with individual students to enhance positive behavior. Under guidance or instruction, may monitor behavior goals for students.
- Assist in fostering an environment that stimulates growth of desirable social, emotional and health habits.

#### Other Duties:

- Perform related duties as assigned.

### **Knowledge and Abilities:**

#### Knowledge of:

- Individual and group student needs and behaviors and proper supervision methods.
- Interpersonal skills using tact, patience and courtesy.
- Sufficient oral and written communication skills to follow and administer instruction and prepare incident reports.
- Basic first aid techniques.
- School rules and regulations.

#### Ability to:

- Analyze situations quickly and objectively and take appropriate action.
- Assure student compliance with school and District rules and procedures.

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate effectively with students, staff, and the public both orally and in writing.
- Diffuse situations by maintaining a calm, authoritative presence.
- Administer basic first aid.
- Maintain regular and consistent attendance.
- Monitor and assist students.
- Operate standard office and classroom equipment. Observe health and safety regulations.
- Maintain records and files.

**Education/Experience:** Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through graduation from high school or its equivalent. Experience working with children in an organized setting.

**Working Conditions:** Environment: Primarily outdoor environment. Seasonal heat, cold, wind or other adverse weather conditions.

**Physical Demands:** Seeing at a distance to observe children. Hear normal conversation. Standing for extended periods. Bending at the waist, kneeling, or crouching to assist students as necessary. Physical agility and stamina.

**Hazards:** Exposure to physical activities, potential physical hazards involved in intervening in fights and temperature extremes.

**Classification: 33**

**Number of Days: 180**

**Board Approval: 12/01/2021**

**Revised: 12/2021**

**FLSA Classification: Non-Exempt**

**Classified Bargaining Unit Position**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.