

TITLE: **CAMPUS SUPERVISOR**

- QUALIFICATIONS:**
1. Education, training and experience equivalent to completion of twelfth grade, preferably supplemented with college courses in police science
 2. Completion of school security officer course of training approved by Bureau of Security and Investigative Services of California Department of Consumer Affairs
 3. Possession of valid California driver's license (a current DMV printout showing no felony or misdemeanor convictions will be required)
 4. Knowledge of or ability to learn appropriate laws, crime prevention methods, and district policies and procedures
 5. Ability to work with students in school setting; experience with junior high school age youths preferred
 6. Ability to use good judgment, poise and tact when working with students, staff and community
 7. Ability to communicate effectively and write concise, accurate and professional quality reports
 8. Ability to supervise work of others
 9. Willingness to work irregular hours

REPORTS TO: Administrator and assigned

SUPERVISES: Staff as assigned

JOB GOAL: To assist in providing a safe and secure school environment for students, staff and community

PERFORMANCE RESPONSIBILITIES:

1. Supervises students on school grounds, including corridors, restrooms, parking lots, and adjacent areas for purpose of enforcing rules and regulations pertaining to student attendance, behavior and conduct
2. Works with student discipline problems as directed by principal; maintains discipline and order on campus and at school activities as assigned; intercedes in and resolves student fights and arguments; prepares conduct referrals
3. Cooperates with school personnel and law enforcement agencies in prevention, control and investigation of illegal activities by persons or groups directed against district pupils, personnel or facilities
4. Supervises after school detention and programs; supervises evening and weekend activities as assigned by principal
5. May supervise work of designated staff members as assigned by principal
6. Maintains inventory of assigned school equipment and supplies
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable