

FALLBROOK UNION HIGH SCHOOL DISTRICT

Campus Supervisor

DEFINITION: Under the direction of the Assistant Principal/Director, Campus Supervision; assists administration by supervising students at times when they are not in class; enforces rules and regulations governing student conduct and the use of the school's property; patrols campus areas; does related work as required.

EXAMPLE OF DUTIES:

- Operates independently or with assistance of other campus supervisors, to carry out assigned duties in accordance with Campus Supervisor's Handbook
- May be required to escort students to and from class and transport same gender students to and from campus as directed by an Assistant Principal, or higher authority.
- May be required to apprehend students.
- Reports any campus problems or potential problems to the Principal, Assistant Principal, and/or Lead Campus Supervisor.
- With assistance of a second supervisor, may conduct search procedure authorized in the Campus Supervisor's Handbook.
- May be required, on a rotating basis, to supervise after-school detention class in accordance with the Campus Supervisor's Handbook.
- Patrols walkways, buildings, and restrooms during class hours to ensure students are in class.
- Collects attendance scantron sheets as directed.
- Delivers discipline notices to students.
- May use a cart to move in and around campus to more efficiently perform duties.
- May be asked to cover class for a teacher for a short period of time when no other teacher is available.
- Reports truants, loiterers, and students who are smoking or in violation of other school rules.
- Provides supervision of buildings, lockers, and vehicles against unauthorized intrusion, theft and vandalism.
- Keeps unauthorized vehicles out of parking areas; cites illegally parked vehicles.
- Assists in the supervision of athletic events, assemblies, dances, musical and dramatic productions, prom, baccalaureate, graduation, and other school activities on and off campus.
- Assists as required in areas relating to disciplinary activities.
- Required to carry hand-held radio, master keys, and other campus supervisor equipment.
- Supervises students arriving and leaving campus, during lunch and breaks, and the arrival, departure, boarding, and disembarkation of school busses.
- May be asked to assist law enforcement personnel relative to incidents with students on or around the campus.
- May assist discipline office with clerical duties and/or other duties as may be assigned.

QUALIFICATIONS: Minimum of two years campus supervision and/or other security experience, or college level classes with emphasis in criminal justice or related field necessary. Must possess a valid California driver's license; high school diploma or the equivalent; bondable; experience working with high school age children; ability to understand and follow oral and written instructions in English; ability to deal effectively with tense and potentially hostile situations; good physical condition; must complete and pass district paid medical health screening examination.

SUPERVISOR: Assistant Principal/Director, Campus Supervision

OVERTIME STATUS: Non-exempt.

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(4/30/98)