

Assistant Campus Supervisor

Purpose Statement

The job of Assistant Campus Supervisor is done for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquires; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Principal

Essential Functions

- Assists outside agencies for the purpose of getting help for students in trouble and students who are truant.
- Attends various meetings (e.g. faculty, court, student, etc.) for the purpose of receiving and conveying information.
- Attends athletic events and after school functions for the purpose of providing security.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Confiscates weapons and other unsafe equipment for the purpose of ensuring a safe and orderly environment is maintained on the campus.
- Contacts parents and/or guardians via, telephone & written message for the purpose of setting up meetings, informing parents/guardians of discipline taken on their children and/or coordinating with outside agencies.
- Establishes working relationship (e.g. school personnel, students, parents, law enforcement, etc.) for the purpose of tracking and working with truant and problem children.
- Investigates a variety of situations (e.g. alarms, fights, disagreements, etc.) for the purpose of determining what took place and what action should be taken.
- Monitors security cameras for the purpose of ensuring students are behaving in the proper manner and to keep the school personnel in a safe environment.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility, maintaining security, and deterring criminal activities.
- Performs clerical functions (e.g. issues parking tickets, copying, filing, making calls, answering phones, etc.) for the purpose of supporting site administration.
- Prepares documentation (e.g. truancy records, discipline records, etc.) for the purpose of providing written support and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Responds to inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.

- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, fights, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Substitutes for teachers or until a qualified substitute shows up for the purpose of ensuring a qualified adult is in charge of a classroom and the students are not unsupervised.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; setting priorities; and working with frequent and sustained interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt