
HIGH SCHOOL CAMPUS SUPERVISOR

Job Description:

Under general supervision of the administration, assists in the monitoring of student conduct on and around high school campus; enforces school rules and regulations; performs other related duties as required.

Qualifications:

1. Education: Completion of the twelfth grade
2. Experience: Experience working with teenagers preferred
3. Ability: Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, tact, and firmness; remain objective in difficult interpersonal relations and situations, and act quickly and calmly in emergencies; follow proper safety rules and procedures; understand and carry out oral and written instructions; maintain confidentiality of school related incidents; stand and walk for extended periods of time during all types of weather conditions.

Typical Duties:

1. Monitors student conduct in and around campus including bathrooms, hallways, and parking lots.
2. Checks for appropriate pass of students found out of class during normal classroom hours.
3. Checks for students leaving campus without checking out appropriately.
4. Handles routine discipline problems as they occur.
5. Intercedes in potential problem situations between students.
6. Monitors the loading and unloading of students from buses.
7. Recognizes and reports any sign of unusual activities; may direct unauthorized visitors to leave campus.
8. Assists in keeping campus areas clean and in orderly condition.
9. Routinely and randomly checks parking lots for violations of parking regulations; reports all such violations promptly to administration.
10. Supervises students assigned to work activities resulting from disciplinary actions.
11. Assists certificated staff in keeping unauthorized people off campus. Walks the campus during all student breaks, lunch periods, and at other times as determined by the administration.
12. Assists administration in the search of students suspected of possession of items at school that are prohibited by School policy, Board policy, and Education Code.
13. Communicates daily with administration regarding the general campus environment, any unusual occurrence or situation, and any safety related issue that needs to be addressed.
14. Does other related duties as assigned.

Immediate Supervisor: High School Principal

Assignment: Up to 8 hours per day / 180 days per year as determined by the Principal

Salary: CFTA Salary Schedule: Range 28