

Position: Campus Safety Supervisor

Salary Range: 19

Summary

Assists and oversees students' conduct on assigned a secondary school campus, ensuring a safe environment for staff, students, and visitors.

Distinguishing Characteristics

Campus Safety Supervisor oversees the campus safety program at a secondary school site as a direct extension of the site administration. Diffuse confrontational situations, mediate problems between students, recognize and direct students. Assures student compliance with school and district policies and regulations.

Essential Duties and Responsibilities

- Monitors a school campus, parking lots, adjacent areas (as directed by the site administrator) and other facilities to discourage loitering, harassment, improper behavior, property damage, and theft.
- Monitors campus parking and traffic movement.
- Escorts loitering students to class. Directs non-students to leave the school premises.
- Observes and controls behavior of students according to approved procedures. Assists in maintaining order among students on the school grounds and/or in the cafeteria during breaks and lunch periods.
- Assists in the cafeteria in supervising students in lunch lines.
- Assists student helpers in cafeteria by providing work direction and guidance.
- Monitors assigned area to assist students and to resolve minor problems.
- Directs movement of students in an orderly manner.
- Assists students in developing and observing acceptable rules of conduct.
- Rides busses (as assigned) to ensure student safety to and from school.
- Participates in in-service training programs.
- Prepares reports and maintains records regarding any problems or occurrences at school site.
- Monitors student activity and movement in study halls. May provide basic or coordinate tutoring for students.
- Works with individual students to enhance positive behavior. With guidance from site administrators, establishes goals for students, monitors progress, receives and provides feedback.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Must have a basic knowledge of District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities. Must understand basic security and safety procedures. Requires knowledge of student behavior and the techniques for overseeing students in unstructured settings. Must have sufficient communication skills to project a positive image and sufficient interpersonal skills to deal with normal and possibly confrontational situations. Requires basic report writing and record keeping skills.

▪ Abilities

Must be able to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations. Requires the ability to diffuse situations calmly and with authority. Must be able to work independently in carrying out the duties of the position. Demonstrates ability to recognize and protect confidential information and to respect privacy of students. Must be able to prepare descriptive reports and maintain records of problems or situations requiring intervention. Requires the ability to complete State-required training. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ Physical Abilities

Requires visual acuity to observe people, facilities, situations, and movement. Sufficient ambulatory abilities to stand for extend periods of time, walk continually, run and squat occasionally, and occasionally pull, push, or lift medium weight objects.

▪ Education and Experience

High School diploma or equivalent required. Experience working with youths desired – in a structured and/or unstructured setting(s). Requires completion of District-provided state-mandated training within six months of hire.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.