

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

CAMPUS SUPERVISOR

Definition

Under general supervision, to assist school administrators in maintaining a safe and orderly site environment by monitoring campus buildings and grounds to ensure students observe safety practices and rules of conduct; to monitor student lunch area, restrooms and bus loading and unloading and other areas; discouraging unauthorized visitors; and to perform other related duties as assigned.

Responsible to

Principal

Examples of Duties

1. Assists school administrators in creating a safe and positive school environment by monitoring the campus during class hours and before and after school.
2. Observes student behavior and ensures compliance with school and District Policies, regulations and procedures related to the safety and conduct of students.
3. Supervises lunch areas, corridors, walkways, classrooms, restrooms, bus loading/unloading entrances/exits to the school and areas adjacent to the school.
4. Checks student passes to ensure that students are in class or have appropriate authorization to be elsewhere.
5. Escorts students to office, as requested/needed.
6. Assists visitors with campus orientation and directions.
7. Reports unusual activities or unauthorized visitor to administration.
8. Discourages unauthorized persons from entering campus or loitering in parking lots or other areas.
9. Assists in maintaining good relations with neighbors and law enforcement officials by encouraging appropriate student behavior and adherence to school rules, regulations and policies.
10. Prepares and maintains simple logs, records or reports related to work activities as required.
11. Performs other duties as may be assigned.

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Qualifications Guide

Knowledge of:

1. Basic methods of individual and group supervision.
2. Basic interests, attitudes and emotional development of the adolescent.
3. Approved procedures and techniques involved in supervising and disciplining students.
4. First Aid procedures, health and safety regulations.
5. District organization, operations, policies and objectives.
6. Oral and written communication skills.
7. Applicable sections of State Education code and other applicable laws.
8. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Communicate effectively with students, teachers, administrators and the general public.
2. Learn, explain and apply District and school rules and regulations related to acceptable student behavior.
3. Assist in controlling the behavior and activities of students in a variety of situations.
4. Assists in identifying drug and alcohol related problems.
5. To encourage a positive student approach to learning self responsibility and discipline.
6. To analyze situations accurately and to use good judgement and appropriate initiative in selecting a course of action.
7. Performs duties with patience, tact and good judgement.
8. Give First Aid.
9. Understand and carry out oral and written directions.

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10. Work independently with little direction.

11. Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience

Equivalent to the completion of the twelfth grade; a work history indicating reliability and familiarity with school age students; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses

Possession of a standard First Aid certificate.