

## Gridley Unified School District Job Description

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JOB TITLE:	SCHOOL CAMPUS SUPERVISOR	UNIT:	Classified
SALARY LEVEL:	9	LOCATION:	School Site
DEPARTMENT:	School Site	BOARD APPROVED:	07/19/2023
REPORTS TO:	School Administrator		

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**SUMMARY:** The Campus Supervisor patrols and supervises assigned school campus areas to ensure a safe and orderly environment on the school campus; and to assist in the enforcement of school rules. The Employee must be able to routinely work well under pressure, remain calm and tactful with students, parents, community members, and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrol and supervise assigned school campus areas, including classrooms, campus perimeter, restrooms, parking lots and eating areas to enforce school rules with regard to safety and student behavior.
- Detain and question students who are out of class to determine the nature of their activities.
- Question visitors to the campus to make sure they are properly authorized.
- Check and clear student absences and post occurrences to records and perform other attendance functions as needed.
- Investigate complaints, respond to rule infractions, report serious violations of school rules, report suspicious unauthorized activities to school administrators.
- Confer and assist students, parents, school officials and employees as necessary regarding violations.
- Enforce applicable laws, rules and policies, may administer first aid, open and close safety/security gates, and assist law enforcement as needed.
- Cooperate and communicate with other school staff, public, parents, and students to promote a positive school climate.
- Maintain sanitary personal habits and a clean, neat appearance.
- Perform other related duties as assigned by Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); 3 years security, truancy or related experience, or equivalent combination of education and experience. Knowledge of the principles and practices of security work including patrol, investigation, custody, identification and the knowledge of federal, state and local laws, rules or policies pertaining to school, safety, absenteeism, security traffic safety and crowd control is desirable. Experience in law enforcement is preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** California Driver's License required by the first day of service. District First Aid and CPR training is required and will be provided.

**OTHER SKILLS AND ABILITIES:** Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 50 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to violent or abusive behavior and works in outside weather conditions. The noise level in the work environment is usually loud.