

JOB DESCRIPTION

JOB TITLE:	Campus Supervisor	APPROVED BY:	Chief Operating Officer
FLSA STATUS:	Non-Exempt From Overtime	APPROVED DATE:	5/5/14
REPORTS TO:	Director of Student Services	REVISED DATE:	4/23/15

DEFINITION: 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.

ESSENTIAL DUTIES

- Understands and applies the vision and mission of Temecula Preparatory School
- Works as a team with the Lead and other Campus Supervisors to provide a safe and secure environment
- Supervises students during recess and lunch periods, seeing that all students have an opportunity to eat, that good manners, cleanliness and consideration for others are emphasized, and that waste is kept to a minimum
- Supervises students on the playground, enforcing playground rules and regulations, being particularly mindful of the safety and welfare of the students
- Supervises lunch areas, corridors, walkways, classrooms, restrooms and student drop-offs/pick-ups
- Locks/unlocks locker rooms for students and supervises those students
- Manages school playground and equipment and ensures that such equipment is returned to its proper place
- Does safety sweeps of grounds and reports any findings to administration
- Enforces school rules, regulations and policies for the safety and security of students, staff and property
- Reports unusual activities or unauthorized persons on or near school property to appropriate personnel
- Does hygiene checks of restrooms and reports issues to administration
- Writes uniform violations and reports to administration
- Reports special behavior problems to the administration
- Communicates effectively to prevent student conflicts
- Supervises Kindergarten students at "Kinder Rest"
- Supervises students at child care as needed
- Renders first aid, if needed
- Assists with school disaster preparedness, i.e. fire drills, lockdowns, etc.
- Maintains radio communication at all times with school office and other school personnel
- Attends staff meetings, in-service activities, workshops, conferences and other training as assigned
- Other duties as assigned

QUALIFICATIONS

- Ability to understand, follow and carry out verbal and written directions
- Ability to communicate accurately, effectively, and courteously under busy and/or difficult situations
- Possess maturity and the ability to work under occasional stress
- Ability to work independently with little direction, and in a team environment
- Possess a love for children and a willingness to require them to observe and adhere to the rules and customs recognized by an ordered society
- Ability to maintain a professional attitude and behavior and strong customer service focus at all times
- Ability to observe situations and determine an effective course of action
- Ability to make minor decisions within the framework of established guidelines
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to effectively operate a two-way radio to communicate with the school office and other security personnel

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- Skill and ability to use tact, patience and courtesy in interpersonal relationships, exercise good judgment, and communicate effectively both verbally and in writing
- Knowledge of or ability to learn and use policies, procedures, rules, regulations and operations of the school, student handbook and employee handbook
- Skill, knowledge and ability to work with individual students or groups of students
- Ability to handle a variety of student situations and use basic methods of individual and group supervision
- Possesses knowledge of the basic principles of CPR and first aid

COMPETENCIES

- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

PHYSICAL DEMANDS

The physical demands and work environment 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.

- Work environment involves indoor and outdoor monitoring activities on a school campus, performing the majority of duties outdoors in all types of weather, including working in direct sunlight, extreme heat, extreme cold, extreme humidity.
- Ability to stand for long periods of time and/or continuously walk around campus, over even, uneven, and sometimes slippery ground, in hot, cold and rainy weather, and working around frequent noise.
- Work environment may include exposure to insects and other pests.
- Physical, mental and emotional stamina to work under sometimes stressful conditions, with frequent distractions and interruptions.
- Ability to interact with angry/upset people in a calm and professional manner.
- Ability to lift, carry, push, and pull objects frequently up to 50 pounds or more, including lifting a child.
- Ability to perceive the nature of sound, near and far vision, depth perception, providing verbal information.
- Hand/eye coordination and manual dexterity to write, prepare reports, use two-way radio, operate business related equipment, and handle and work with various materials and objects.
- Sufficient visual acuity to see and read small print and to monitor student behavior in close proximity and from a distance.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, in addressing groups, or communicating with students on the playground.
- Ability to kneel, stoop, twist, bend and run.

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WORK ENVIRONMENT

- Outdoors – in all types of weather and in direct sunlight, may be subject to temperatures that are extremely hot or cold
- Occasionally indoors, with noise conditions consistent with a loud classroom
- Conditions that are often dusty, dirty, extremely hot or extremely cold
- Variety of uneven surfaces, such as grass, asphalt, cement, stairs, ramps, and curbs

EDUCATION AND EXPERIENCE

- Any combination of training, education, and experience equivalent to High School Diploma or evidence of vocational training and/or skills sufficient to perform the duties as described
- Experience with elementary, middle, and/or high school students, preferably in a supervisory role

REQUIREMENTS

- LiveScan fingerprint clearance
- Possession of a valid TB clearance
- Possession of a valid CPR and First Aid certification

Right to Revise: This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor or Human Resources.

Employee Name (printed)

Employee Signature

Date