



**CLASSIFIED EMPLOYMENT OPPORTUNITY**

GF 22/23

**POSITION** **Campus Supervisor - Elementary**  
**(Open & Promotional)**

**LOCATION** **Various Sites \*Location Subject to Change\***

**FINAL FILING DATE** **Wednesday, October 5, 2022**

**SALARY** **\$3,286 - \$4,009 per month**

**SCHEDULE** **8 hours per day / 9.3 months**

**Applications via EdJoin Only. District reserves the right to close this posting at anytime.**



**DEFINITION** Under supervision, to supervise student behavior on a school campus or other areas on or about the school during school hours; to maintain simple records and make reports; and to do related work as required.

**REQUIRED CERTIFICATION/ DOCUMENTS** **AUSD requires all employees to have the COVID-19 vaccine.**

**MINIMUM QUALIFICATIONS**

**Knowledge of**

- Basic interests and attitudes of students
- Basic safety rules and habits
- Basic First Aid

**Ability to**

- Learn and apply with good judgment district and school policies related to school behavior and activities.
- Control the behavior and activities of students in a wide variety of situations.
- Speak a second language may be required for some position.
- Understand and carry out oral and written directions.
- Develop and maintain effective working relationships with students and staff.

**Certificate Required** Possession of a valid and appropriate California's Driver's License; and current and valid First Aid certificate that is in compliance with the standards of the American Heart Association, American Red Cross, or Emergency Medical Services. **Candidates are required to attach a copy of current First Aid certificate to the employment application.** First Aid online certifications are not accepted.

**License Required** Certificate of completion of formal Campus Security Officer training (SB1626), as required by ED. CODE 38001.5 (24 hours of training) from an approved training academy. **Candidates are required to attach a copy of Campus Security certificate to the employment application.**

**Education** Graduation from high school or have the equivalence to the completion of the twelfth grade. Course work in psychology, sociology, police science or related field is desirable. **Candidates are required to attach a copy of High School Diploma or G.E.D. to the employment application.**

<b>Experience</b>	One (1) year of experience working in a TK-8 or 9-to-12 educational setting supervising and/or one year as a Substitute Campus Supervisor with the Alhambra Unified School District.
<b>Desirable</b>	Bilingual English / Spanish, Chinese, or Vietnamese candidates are encouraged to apply.
<b>Health Benefits Information</b>	Health and other benefits packages with a value up to approximately \$21,275: In AUSD, there isn't any additional cost for adding eligible dependents on our standard health benefits package
<b>PHYSICAL DEMANDS</b>	Ability to: see for purpose of observing and controlling student behavior; stand and walk for long periods of time; restrain violent persons; cope with stress and emergency situations. Frequently climb stairs; push and/or pull 100 pounds maximum with occasional lifting/carrying weights up to 150 pounds; bend, crawl, climb, crouch, kneel, and balance. The employee may be required to use a bicycle. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.
<b>WORKING ENVIRONMENT</b>	Outdoor and indoor environments subject to: prolonged exposure to weather elements; vehicle traffic; car exhaust; noise; school and neighborhood environment. The employee is required to stand and walk for long periods of time.
<b>Accommodations</b>	Individuals with legally-defined disabilities may request reasonable accommodations in the examination process. In order to make the request, please contact the Human Resources Division, Classified Department, at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodations when the request is made.
<b>SELECTION PROCEDURES</b>	As per Article XVI of the CSEA contract with Alhambra Unified School District
<b>Transfer Request</b>	District classified employees who wish to transfer must submit the Transfer Request Form to the Human Resources Division by the closing date of this notice. The following criteria shall be considered in selecting an employee for voluntary transfer: <ul style="list-style-type: none"> <li>• The transfer is in the same classification and employee has passed the probationary period.</li> <li>• Seniority (the District shall interview at least three eligible unit members first with greatest seniority prior to interviewing other candidates).</li> <li>• The employee meets or exceeds the minimum qualifications of the position.</li> <li>• Possesses desirable qualifications.</li> <li>• Attained satisfactory or above performance evaluations.</li> </ul>
<b>Open &amp; Promotional</b>	Following the final filing date, a review and evaluation of new applicant's training and experience will be conducted. Based on that evaluation, applicants whose training and experience best meet the current needs of the District will be invited to participate in the next step of the examination process.
<b>Examinations</b>	The selection process is open to all qualified candidates. The examination may consist of a written examination(s), practical examination(s) and interview(s) to evaluate abilities, experience and personal qualifications.
<b>APPLICATION PROCEDURES</b>	Applications are a critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications for the position. <p><b><u>All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable.</u></b></p> <p>Applications may be obtained from the website at <a href="http://www.edjoin.org">www.edjoin.org</a></p> <p>Submit application <b><u>along with a copy of your High School Diploma or G.E.D. , current First Aid certificate and Campus Security certificate:</u></b></p>

on-line at [www.edjoin.org](http://www.edjoin.org)