

## **SECONDARY CAMPUS SUPERVISOR**

### **Purpose Statement**

The job of Secondary Campus Supervisor is done for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring students and/or visitors; communicating information in response to inquiries; and providing administrative support.

### **Essential Functions**

- Assists law enforcement personnel, as needed for the purpose of carrying out their functions as may relate to the school environment.
  
- Communicates school policies and enforcement procedures to students and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
  
- Enforces district and school policies for the purpose of maintaining a safe and secure school campus.
  
- Interacts with parents, public, students and teachers for the purpose of receiving and/or communicating information in relation to safety and security of the school campus.
  
- Monitors school activities and facilities (e.g. adjacent areas, alarm systems, locker rooms, locks/gates, etc.) for the purpose of ensuring safety of students, personnel and property.
  
- Monitors student behavior (e.g. parking lot, halls, detention, etc.) for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
  
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security, enforcing rules, and deterring crime.
  
- Prepares documentation (e.g. discipline referrals, student passes, posting attendance, incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
  
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lots.
  
- Refers incidents to appropriate site personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
  
- Responds to emergency situations (e.g. medical, fights, suspicious activities. drills, etc.) for the purpose of resolving immediate safety concerns and/or referring to proper sources.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; operating standard office equipment including software.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 50% walking and 45% standing. The job is performed under some temperature extremes, a generally hazard free environment, and in varying atmospheric conditions.

**Experience:** Job related experience is desired.

**Education:** High School diploma or equivalent.

**Required Testing:**  
Pre-employment Proficiency Test

**Certificates and Licenses:**  
CPR/First Aid Certificate must be obtained within six months of employment

**Continuing Educ./Training:**  
None Specified

**Clearances**  
Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**  
Non Exempt

**Approval Date**

**Salary Grade**  
Classified 12