

LAFAYETTE SCHOOL DISTRICT

TITLE: CAMPUS SUPERVISOR

CLASSIFICATION: CLASSIFIED RANGE 8

REPORTS TO: PRINCIPAL

Under general supervision of the Principal and/or Assistant Principal, monitors the school campus and immediate adjacent areas for the purpose of discouraging improper behavior, maintaining site security, and monitoring visitor activities. Assists school administrators in the overall supervision of student conduct/behavior and other related work as required.

Essential Job Duties

- Visually observe student behavior on school property during campus hours; document and report all incidents according to established procedures
- Assist the main office with clerical tasks when necessary
- Advise the principal and assigned supervisor of all serious disturbances, hazardous conditions, unsafe procedures, and all serious safety/security matters
- Tour the school's perimeter and interior to provide maximum visibility, reduce potential physical conflicts among students, and provide an atmosphere conducive to the learning process
- Monitor and control student behavior and activities in hallways, restrooms, common areas, and other areas in and around the school facility. Physically patrol and monitor all campus buildings and grounds; stop and question all students not in class during class time; monitor parking lots and student gathering areas before, during, and after school; report to school site administration students that are in the hallways during class time
- Visually monitor campus buildings and grounds for the presence of outsiders on school campus and report to administration; Checks for unauthorized persons on school grounds and on the alert for disorderly conduct by students
- Tactfully and diplomatically deals with potential or actual misconduct by students, employing tested strategies and behavior modification/conflict resolution techniques
- Request identification from adults and students and assist them, as necessary, with legitimate school business
- Report incidents beyond designated authority to the appropriate school administrator
- Confer with school administrators on activities relating to the monitoring of students in and around the assigned campus
- Assist with school safety programs as assigned, such as fire drills, evacuation procedures, inspection of fire equipment, and other school property
- Ensure adherence to good safety procedures; follow federal and state laws, as well as Board policies; comply with all nondiscrimination policies of the Board of Education

- Supervise and maintain discipline and orderliness during breaks, breakfast, and lunch periods
- Successfully participate in training programs offered to increase individual skill and proficiency related to assigned duties to include cultural diversity, conflict resolution, and sensitivity training
- Perform reasonably-related job functions as may be required for the purpose of supporting other personnel in the completion of their work activities

Knowledge of:

- Student behavior and characteristics
- Methods for motivating and providing student boundaries
- General purposes and goals of public education.
- Modern office equipment including computer equipment and two-way radios

Ability to:

- Communicate effectively with students/families and the general public
- Identify improper behavior and discourage activities damaging to the school climate
- Analyze situations and apply inductive and deductive reasoning
- Learn, interpret, and enforce school and District rules, regulations, and policies regarding student behavior and discipline
- Learn about school counseling services available to students
- Learn principles and techniques of first aid
- Understand, carry out, and give oral and written directions
- Maintain cooperative working relationships with those contacted in the course of work

Physical Skills and Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Education and/or Experience

- High school diploma or general education degree (GED)
- One to three months related experience and/or training, or equivalent combination of education and experience.