

### Campus Supervisor

#### Purpose Statement

The job of Campus Supervisor is done for the purpose/s of overseeing campus security activities under the supervision of the assigned school administrator, providing for the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

#### Essential Functions

- Analyzes information and situations regarding activities that may be in violation of school policies and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff and the public.
- Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, vandalism, etc. for the safety and security of school site.
- Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Informs personnel, students, parents and/or visitors of school policies and procedures for the purpose of providing necessary information in compliance with policies and guidelines.
- Intervenes in potential conflicts for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Investigates unusual incidents (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary to determine appropriate action, and/or provide documentation for future reference.
- Issues parking stickers and parking tickets for the purpose of controlling and monitoring access of students parking areas.
- Maintains a variety of information, files and records (e.g. schedules, investigations, guidelines, parking violations, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Monitors students within a variety of school environments (e.g. classrooms, rest rooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students.
- Prepares a variety of documents (e.g. incident reports, security logs, memos, letters, procedures, traffic citations, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Refers observations and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up action.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, fire alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Reviews security practices and/or concerns of others for the purpose of recommending providing information, taking appropriate actions and/or coordinating with other personnel to maintain campus security.

#### Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

## **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment and using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of investigation; and record keeping.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar 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. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies 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 detailed information/data; and serving in a leadership role of peers.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

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

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

**Equivalency:**

### **Required Testing**

### **Certificates and Licenses**

### **Continuing Educ. / Training**

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

Non Exempt