



Santa Rosa City Schools

Classification Description

Job title:	Campus Supervisor	Department:	School Site
Reports to:	Site Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	School Year
Revision(s):		Range	14

DEFINITION:

Under the direction of an Assistant Principal, serves as a liaison between school administration, students and community members to assure the observation of campus rules and regulations; supervises groups of students as assigned.

QUALIFICATIONS:

Education:

None

Experience:

Working with middle/high school students

License and/or other qualifications:

First Aide training preferred

Bilingual desired

Knowledge and Abilities:

Knowledge of:

- Campus rules and regulations affecting student behaviors
- Restorative practices in dealing with students under normal as well as adverse circumstances
- Discipline/support techniques and methods
- Social, emotional, and personal needs of high school age students

Ability to:

- De-escalate student disturbances
- Protect students from harm
- Work cooperative with staff, students, neighbors and visitors
- Read and write at the level required for successful job performance
- Analyze situations accurately and adopt an effective course of action
- Develop friendly, supportive yet firm relationships with students that respect professional boundaries
- Operate modern technology as required for the position

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management’s right to assign or reassign duties and responsibilities for this job.

1. Patrols the campus and parking lot to assure that campus rules and regulations are being observed.
2. Directs visitors on campus.
3. Enforces student rules and regulations.
4. May supervise detention classes and students in other classroom and outside situations.
5. Supervises various areas of the school grounds to assure that campus rules and regulations are being followed.
6. May escort students to class as necessary to ensure attendance and to reduce the opportunity for disturbances.
7. Patrols school grounds during class time.
8. Breaks up student disturbances; refers discipline problems to the Assistant Principal.
9. May distribute communications to students.
10. May assist with searches and otherwise enforce school regulations.
11. Assists students, faculty and staff in emergency situations.
12. Communicates with students in a way that promotes their resolving of conflicts or personal problems.
13. Assists with other school functions including office work as directed by the Administrator.
14. Develops a friendly and supportive relationship with students while ensuring their compliance with school rules and regulations.
15. Develops a relationship with local neighbors to ensure their cooperation with students and their fair treatment regarding student activities and involvements.
16. May assist in supervising the grounds and in resolving disturbances and conflicts.
17. Communicates via radio and in-person with staff and supervision team.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management’s right to assign or reassign duties and responsibilities for this job.

1. Performs other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School grounds
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Events/rallies
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting		X			
Walking				X	
Standing			X-----X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting		X			
Climbing		X			
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs				X	
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.