

**CAMPUS SUPERVISOR
CAMPUS SUPERVISOR-BILINGUAL (LANGUAGE)**

DEFINITION

Under the supervision of the site administrator, maintains a safe and orderly school site environment by monitoring campus buildings and grounds assuring students are in class or authorized to be elsewhere; observes and assures appropriate student behavior; provides assistance to visitors; discourages unauthorized persons from coming on campus; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Assists school administrators in creating a safe and positive school environment by supervising the campus during class hours and before and after school; supervises and monitors parking lots, hallways and walkways, lunch areas, restrooms, campus perimeter and entrances/exits to school; checks student identification cards and passes to ensure that students are in class or have appropriate authorization to be elsewhere; escort students to prescribed locations; observes student behavior and dress and ensures compliance with school and District policies, regulations, and procedures; reports vandalism; operates a two-way radio in communicating with site administrators and others as needed; supervises school detention area under the direction of the administrator-in-charge.

Assists visitors with campus orientation and directions; approaches suspicious or unauthorized individuals and determines reason for being on campus; discourages unauthorized persons from entering campus or loitering in parking lots or other areas. Immediately reports any concerns, inappropriate behavior, or unusual activity to administrators; provides assistance to police and other authorities, as is appropriate; performs other related duties as assigned.

Bilingual

In addition to the above duties, bilingual positions also translate orally and in writing between English and a designated language. Oral translations may include communication with volunteers, parents, visitors, teachers, general public and others. Written translations may include letters, forms, documents, etc.

DISTINGUISHING CHARACTERISTICS

The **Campus Supervisor** assists school administrators in maintaining a safe and orderly environment by supervising campus areas, assuring appropriate student behavior, and discouraging unauthorized visitors. No instructional duties are performed. The **Child Care Assistant** either provides limited child care services during certain school-sponsored parent activities and/or before and after school, or works under close supervision in a formal child care program. No instructional tasks are performed. The **Instructional Assistant I** assists one or more general education classroom teachers by reinforcing lesson concepts and skills in various academic areas according to the teacher's plan. This is the entry-level classification in the Instructional Assistant series.

EMPLOYMENT STANDARDS

Knowledge of: Basic methods of individual and group supervision; basic child behavior and psychology, particularly relating to the interests, attitudes and emotional development of the adolescent; school rules, district policies and applicable laws; appropriate methods and techniques in approaching unauthorized persons on campus.

Campus Supervisor

Campus Supervisor-Bilingual (Language)

Page 2

Ability to: Control the behavior and activities of students in a variety of situations; encourage a positive student approach to learning self responsibility and discipline; communicate clearly and effectively with students, parents, teachers, administrators, and the general public; understand and apply school and District rules and policies; understand and follow oral and written directions; work independently with little direction; work cooperatively with co-workers, site staff, students, parents and others; analyze situations accurately and to use good judgment and appropriate initiative in selecting course of action and in keeping site administrator properly informed; tolerate occasional aggressive behavior and verbal abuse without overreacting; and learn to operate a two-way radio. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Essential Physical Activities and Work Environment: Sufficient stamina to stand and walk extensively throughout the day, to move rapidly if a problem or situation requires it, and to bend or squat, as necessary; sufficient hearing and speaking to give and receive instructions and understand telephone and personal conversations; vision sufficient to monitor school grounds and student activities. Work includes indoor and outdoor environments and is subject to adverse weather conditions.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be graduation from high school or recognized equivalent and six months experience working with groups of children, particularly with those in early adolescence.

College level course work in psychology, education, or a related field is desirable.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

Approved by the Personnel Commission October 19, 1989 -JW

Revised 1990-Marlys Grodt & Associates

Revised June 2002 – JW/JC. Approved by the Personnel Commission on October 17, 2002

Revised 07/24/2009-AT