

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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|------------------------|--------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------|
| TITLE: | Campus Supervisor I, II, and Lead Campus Supervisor | CLASSIFICATION: | Classified Non-Management (SEIU/Aide-Paraprofessional) |
| SERIES: | Campus Supervisor | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 1586 Campus Supervisor I 1587 Campus Supervisor II 1588 Lead Campus Supervisor | WORK YEAR: | 10-12 Months |
| DEPARTMENT: | Assigned School Campus or Designated Area | SALARY: | Range 37 (Campus-Sup I) Range 38 (Campus-Sup II) Range 41 (Lead Campus Sup) Salary Schedule C |
| REPORTS TO: | Assigned Central Office Administrator and Principal | HR APPROVAL: REVISION: | 05-27-10 |

BASIC FUNCTION:

Assist in the monitoring of the school campus(es), and support the security efforts at each campus. Ensure a safe and secure learning and work environment for students and employees at assigned school campus(es); prevent and reduce the loss of student, employee, and school property by theft and vandalism.

DISTINGUISHING CHARACTERISTICS:

Campus Supervisor I is an entry-level position or a mid-year hire who has received little or no training. Campus Supervisor II is fully trained at handling basic daily campus duties or after hours security duties. The Lead Campus Supervisor is given more complex security duties and special assignments, such as taking the lead in responding to potential emergencies (alarm calls, bomb threats, etc.), working with local law enforcement, investigations, and deployment of assigned staff. Lead Campus Supervisors work at a high school or designated area, and monitor absences, maintain work schedules, and provide work direction and training to the Campus Supervisor I and II.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Visually observe student behavior during campus hours on school property; develop rapport with students by exercising prudent judgment upon contact, and using more potent warnings and reasonable force only when warranted; document and report all incidents according to established procedures. **E**

Advise the principal and assigned supervisor of all serious disturbances, hazardous conditions, unsafe procedures, and all serious safety/security matters, and suggest methods of elimination. **E**

Tour the school's perimeter and interior periodically to provide maximum visibility, reduce potential physical conflicts among students, and provide an atmosphere conducive to the learning process. **E**

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 campus administration or security, students that are in the hallways during class time. **E**

Visually monitor, through security cameras, campus buildings and grounds for the presence of outsiders on school campus; determine the reason for the presence of outsiders on campus; maintain a daily log of suspicious activities when monitoring security cameras. **E**

Request identification from adults and students who appear to be out-of-place for the circumstances, and assist them, as necessary, when on legitimate school business. **E**

Investigate all incidents of negative conduct occurring on school property; coordinate investigative and prevention efforts with assigned supervisor, local law enforcement, and other agencies, as appropriate, to maximize prevention and cessation of illegal and destructive activities. **E**

Gather information from various sources concerning possible illegal or undesirable activities; inform the principal and assigned supervisor of all information gathered from various sources concerning possible illegal or undesirable activities occurring on school campus. **E**

Record all legally required data pertaining to thefts, vandalisms, assaults, trespassing, drug offenses, etc., and prepare statements from witnesses, evidence forms, security, property loss, and other reports, as necessary. **E**

Organize and administer school safety programs, as assigned, such as fire drills, evacuation procedures, inspection of fire equipment, and other school property. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Serve as a part of the staff on the individual school campus; take an active part in school improvement on matters related to school campus safety and security; discuss security-related information with students, as requested, pertaining to school safety and security. **E**

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. **E**

Develop and supervise bus and automobile parking and traffic patterns on school property to utilize available space efficiently, and promote maximum safety for individuals. **E**

Maintain discipline and orderliness during breakfast and lunch periods and when buses are loading and unloading students; converse with school bus drivers regarding student behavior, and investigate discipline code violations occurring on school buses. **E**

When possible, intercept and retain for law enforcement agencies any substance resembling illegal drugs located on school property according to established guidelines; represent the school, and provide testimony in courts of law, as required. **E**

Maintain a constant liaison with residents and business establishments in the vicinity of the school campus to enhance their feeling of security and willingness to cooperate in security matters, when requested. **E**

May operate a vehicle to conduct work; ensure proper recording of time and materials. **E**

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. **E**

Review current developments, literature, and technical sources of information related to job responsibility. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and one or more years of experience working with students in an organized setting and/or security guard experience, preferably in a multicultural setting. The Lead Campus Supervisor must have two years experience as a Campus Supervisor II.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; may provide personal automobile and proof of insurance. Successfully pass an employee entrance evaluation (lifting test). Possession of or ability to obtain and maintain a valid First Aid and Cardiopulmonary Resuscitation (CPR) Certificate, issued by the American Red Cross, within six months of employment. Willingness to work evenings and/or weekends; must be agile and in good physical condition.

Campus Supervisor I must complete a specialized training course within one year, as mandated by Senate Bill 1626 and Education Code Section 38001.5 (24 hours); Campus Supervisor I will advance to Campus Supervisor II upon successful completion of the 24-hour specialized training course. Lead Campus Supervisors are required to have

documentation of successful completion of 832 PC California Penal Code Course (40 hours), as well completion of the 24-hour specialized training course (SB 1626 and EC 38001.5).

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

District and site policies, procedures, rules, and regulations regarding campus control, safety, security, and appropriate student behavior.
School rules, regulations, and Education and Penal Code sections related to student conduct.
Federal, state, and local laws, rules, and policies pertaining to schools, safety, and absenteeism.
Safe campus supervision methods and procedures.
Principles and practices of security work including patrol, investigations, custody, and identification.
Operation of a two-way radio system.
Student behavior and techniques for supervising students.
Interpersonal skills sufficient to deal with normal and possible confrontational situations.
Mediation and conflict resolution techniques.
Crowd control procedures, and the detection and identification of dangerous drugs and improper substances.
Parking lot traffic control procedures.
Report writing.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Diffuse potentially volatile situations calmly and with authority.
Work independently and within scope of authority.
Learn, interpret, apply, enforce, and explain, rules, regulations, policies, practices, and procedures related to discipline.
Judge situations and people accurately, and think and act judiciously under diverse conditions.
Maintain firm but courteous attitude toward individuals.
Write clear and concise descriptive reports of problems, students, or situations that required intervention.
Understand and carry out oral and written directions.
Operate a two-way radio system.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively with students and adults.
Exercise strict confidentiality of school and student issues.
Use good judgment in situations affecting campus safety and security.
Acquire and maintain a valid First Aid and CPR Certificate, issued by the American Red Cross, within six months of employment.
Work evenings and/or weekends.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

School site and surrounding school campus environment; may drive a vehicle to conduct work; subject to adverse weather conditions; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, on the telephone, or by two-way radio; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare reports, monitor student behavior, and view a computer monitor; walk, sit, or stand for extended periods of time; break up fights, and move in a swift manner to intervene in situations traversing across uneven surfaces such as stairs, ramps, pavement, etc.; must be agile and in good physical condition; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files.

SAMPLE HAZARDS:

Exposure to verbal abuse and harassment; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible intervention of fights and confrontations.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date