

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Lead Campus Supervisor	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	Campus Supervisor	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1588 Lead Campus Supervisor	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Office of Safe Schools	<b>SALARY:</b>	Range 45 Salary Schedule C
<b>REPORTS TO:</b>	Safety Intervention and Response Coordinator	<b>HR APPROVAL:</b>	6-10-2022 05-27-10
		<b>CABINET APPROVAL</b>	5-23-2022

**BASIC FUNCTION:**

The Lead Campus Monitor shall handle more complex safety, intervention and prevention duties and special assignments, such as taking the lead in responding to potential student involved crisis (impending violence, safety threats, to students etc.), working with local law enforcement, investigations, and deployment of assigned staff. Lead Campus Supervisors work under the direction of the Office of Safe Schools, delegated to provide support at a high school or designated school sites.

**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.)**

Assist in the monitoring of the school campus(es), and support the safety efforts at each assigned campus. **E**

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. Work to prevent and intervene in physical altercations through engagement. **E**

Serve as a point of contact and communication for the assigned schools and respond to behavioral concerns accordingly, through the coordination of the Safety Intervention and Response Coordinator. **E**

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 communicate the information in an effort to circumvent potential crisis. **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**

Assist school site Campus Monitors, on appropriate approaches on how to adequately 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. Shall report to school campus administration or security, students that are in the hallways during class time or suspicious activities . **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; communicate and report 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**

Assist in the investigation of 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**

Document and 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, train and provide school site support and administer school safety protocols and best practices, 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**

Maintain discipline and orderliness throughout the school day, converse with school bus drivers regarding student behavior, and investigate discipline code violations occurring on school buses. **E**

When necessary, 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 awareness on student activities and behavior with residents and business establishments in the vicinity of the school campus and seek solutions to address student safety matters. **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, campus monitor experience, working with youth in a school setting, social work or counseling experience, supervision experience in an organized setting and /or safety / security experience, preferably in a multicultural setting.

#### **LICENSES AND OTHER REQUIREMENTS:**

Must have a 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 occasionally work evenings and/or weekends; must be agile and in good physical condition. "Participate in and successfully complete training requirements associated with this position as provided by Sacramento City Unified School District" to include 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.
- Prepare and present training, professional development to district staff in a variety of topics related to student engagement.
- Serve as a resource aimed at identification and early intervention on campus issues that challenge the safety of staff and students.
- 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.
- Occasionally may be asked to 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.