

## *Santa Rosa City Schools*

# **CAMPUS SUPERVISOR**

### **PRIMARY FUNCTION:**

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.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

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 assure attendance and to reduce the opportunity for disturbances.
7. Patrols hallways during class time.
8. Breaks up student disturbances; refers discipline problems to the Assistant Principal.
9. May distribute detention report to teachers and detention notices to students.
10. May perform locker searches for school property 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 Assistant Principal.
14. Develops a friendly and supportive relationship with students while assuring their compliance with school rules and regulations.
15. Develops a relationship with local neighbors to assure their cooperation with students and their fair treatment regarding student activities and involvements.
16. Assists in supervising the grounds at athletic contests and in resolving disturbances and conflicts.
17. Patrols parking lot during athletic events.
18. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to some experience in working with middle/high school students.

### **SKILLS, KNOWLEDGE AND ABILITY:**

#### **KNOWLEDGE OF:**

Campus rules and regulations affecting student behaviors; methods in dealing with students under normal as well as adverse circumstances; enforcement techniques and methods; social and personal needs of high school age students.

#### **ABILITY TO:**

Deal effectively with student disturbances; protect students from harm; work cooperatively 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 and yet firm relationships with students.

### **WORKING CONDITIONS:**

Potential for physical harm and abuse from students of high school age; constant walking and patrolling the campus; occasional necessity to restrain students.

Board Approved: June 8, 1982

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