

**TITLE:                   CAMPUS SUPERVISOR - Middle School**

**QUALIFICATIONS**

Knowledge of

1. State of California laws pertaining to school attendance and truancy.
2. District policies and procedures related to the enforcement of district rules and regulations pertaining to student behavior and conduct on campus.
3. Approved techniques and methods of controlling and motivating students.
4. Gang suppression techniques.
5. Psychology of groups and crowds.
6. Behavior patterns of teenagers, students, and adults.
7. Principles of public relations and human development.
8. Correct English usage, punctuation, penmanship, and grammar.
9. Routine record keeping and written reports.
10. Safety rules and regulations for this position.

Ability to

1. Perform effectively and assertively in situations requiring tact, diplomacy, and good judgment.
2. Learn school policies and objectives.
3. Complete the paperwork necessary for job efficiency.
4. Utilize available guidance and community services as needed.
5. Effectively handle negativity on a daily basis.
6. Keep guard up while appearing casual and relaxed.
7. Perform duties consistently and objectively.
8. Assume responsibility for supervision of students.
9. Demonstrate an understanding, patient, warm, and receptive attitude toward students.
10. Understand and carry out verbal and written instructions.
11. Work successfully with diverse groups of people.
12. Apply general policies and procedures to specific situations.
13. Cope with verbal abuse in the performance of job duties.
14. Perform the job functions in the job description.
15. Maintain a good memory for names and faces.
16. Be a productive and active team member.
17. Maintain a pleasant appearance and demeanor.
18. Learn and follow the operations, procedures, policies, and requirements of assignment.
19. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
20. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
21. Establish and maintain effective work relationships with those contacted in the performance of required duties.
22. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. College-level coursework in sociology, psychology, child development, or other relevant fields is desired.
3. Two (2) years of paid, public contact work, preferably involving supervision of students or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
4. A work history demonstrating dependability and reliability.

**REPORTS TO:** Assigned Site Administrator

**JOB GOAL:** Under general supervision, to patrol, on foot or bicycle, a middle school campus and/or adjacent areas to observe behavior of students or visitors and deter inappropriate behavior; to assist in maintaining a trouble-free campus; to perform related duties as assigned.

**ESSENTIAL FUNCTIONS**

1. Patrols school grounds, corridors, restrooms, and adjacent areas for the purpose of enforcing district rules and regulations as they pertain to student attendance, behavior, and conduct and to provide protection against vandalism, burglary, arson, trespassing, and theft.
2. Varies patrol procedures so as not to present a definite system or routine.
3. Supervises student behavior; correcting improper and unruly activities and reporting major infractions to the school administration.
4. Assists in the supervision of students in designated area(s); bus loading/unloading area and physical education area as assigned; maintaining order and ensuring compliance with district rules and regulations related to student behavior and conduct.
5. Escorts students to class or to proper administrative office as needed.
6. Avoids overly authoritarian manner so as to maintain an open, non-hostile relationship with students.
7. Exercises mature judgment, reporting objectively and avoiding emotional or defensive involvement.
8. Operates hand radio in patrol functions.
9. Confiscates, according to training guidelines, weapons, tape players, radios, or other articles prohibited on campus.
10. Checks students who are out of class or leaving campus during class time for proper authorization.
11. Directs non-students to leave school grounds and escorts parents and visitors to proper office or classroom.
12. Maintains orderly control of large crowds and enforces safety regulations at special events as assigned.
13. Maintains and supports standards of personal conduct and discipline in accordance with Board Policy and Administrative Regulation.

**ESSENTIAL FUNCTIONS** (continued)

14. Assists in the protection of school property, students, and school personnel.
15. Maintains records and files related to assignment such as retention/detention records, incident reports, detention referrals, confiscated property, etc.
16. Monitors students in classrooms when teachers are late or unavailable until appropriate school personnel arrive.
17. May assist instructional staff in detaining students pending the arrival of an administrator or law enforcement officer.
18. Follows district policies and procedures.
19. Participates in district in-service training as required.
20. Knows and understands the Mission and Core Values of the district.
21. Performs other related duties as required.

**OTHER FUNCTIONS**

1. Assists with preparation of written reports to be submitted to prosecuting agencies and/or school administration for possible suspension or expulsion.
2. Attends court hearings or trials, expulsion hearings, workshops, and conferences as required.
3. Relays messages to/from school office and classroom teachers, students, and other personnel as assigned.
4. Attends various meetings regarding safety, first aid, training, updates, etc. as required.
5. Ensures that all equipment and materials are properly used and stored.
6. Ensures that areas are kept clean and orderly at all times.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Visual ability to read handwritten or typed documents and instructions.
3. Able to conduct verbal conversation in English.
4. Able to hear normal range verbal conversation (approximately 60 decibels.)
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to stand for sustained periods of time.
7. Able to walk for sustained periods of time.
8. Able to climb slopes, stairs, steps, ramps, and ladders.
9. Vision which allows accurate observation from a distance.
10. Able to lift up to twenty (20) pounds.
11. Able to carry up to twenty (20) pounds for extended distances.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to work in a wide range of temperatures and weather conditions.
20. Able to physically perform non-violent crisis intervention procedures.

**SPECIAL REQUIREMENTS**

1. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification.
2. Possession and maintenance of a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
3. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.
4. Must use safety equipment and devices designated for this position.

**TERMS OF EMPLOYMENT:** Ten- or Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will complete the evaluation.

Approved by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	March 14, 1996
Amended by:	Board of Education	Date:	October 8, 1998
Amended by:	Board of Education	Date:	October 14, 1999

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**