

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Campus Supervisor**

**BASIC FUNCTION:**

Under general supervision of the site administrator, to supervise, monitor, and control a secondary school campus and parking areas; to assist in delivering supplies, moving furniture, and performing general campus clean up; and to do other related work as required.

**ESSENTIAL DUTIES:**

- Performs campus and parking lot control and monitoring functions and activities.
- Monitors and directs student activities in hallways, rest rooms, and in areas adjacent to the school buildings.
- Controls, monitors, and directs unauthorized persons on the campus and in parking lot areas.
- Assists and directs campus visitors to authorized parking areas and appropriate offices.
- Inspects, reviews, and monitors campus and parking areas to ensure against inappropriate behaviors, campus litter and to ameliorate potential safety hazards.
- Assists in the maintenance of appropriate student behaviors.
- Enforces the District and school regulations pertaining to student activities.
- Counsels and advises students and others regarding violation of rules and regulations.
- Performs a variety of behavior management and behavior shaping functions using positive behavior interventions and supports.
- May contact appropriate law enforcement agencies in consultation with the site administrator to maintain the security and the control of campus and parking areas.
- May prepare vandalism, property damage and theft reports.
- Assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices.

**OTHER REPRESENTATIVE DUTIES:**

- Delivers supplies to various areas within the school; assists school personnel by moving furniture and various heavy objects.
- Prepares required reports as necessary.
- Participates in staff development activities and professional learning communities as appropriate.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Behavior modification strategies and techniques;
- Legal mandates, policies, rules, and regulations concerning campus control, security, and appropriate student behavior;
- Crowd control procedures and the detection and identification of dangerous drugs and improper substances;

- Positive behavior interventions and supports;
- Safe campus supervision methods and procedures.

**Ability to:**

- Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment;
- Enforce campus rules and regulations;
- Communicate effectively in oral and written form, particularly with adolescent students;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of experience working with adolescent age students performing campus supervision and crowd control functions.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by training or coursework in crowd control, behavior modification techniques, or closely related fields.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS**

**Environment:**

- School campus environment, including athletic facilities
- Moderate noise level
- Outdoor weather conditions

**Physical Requirements:**

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist.
- Ability to frequently lift, push, pull and/or move up to 30 pounds, and occasionally lift, push, pull and/or move up to 75 pounds with assistance.
- Ability to climb stairs.
- Ability to see for the purposes of observing campus and students and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person, on a radio or on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.