

## **DUBLIN UNIFIED SCHOOL DISTRICT**

### **CAMPUS SUPERVISOR**

#### **GENERAL DESCRIPTION**

Under supervision of the school administration, supervise students and the campus to ensure school safety and security; assist in the enforcement of student attendance rules and procedures; assist in assuring student compliance with school and district policies and regulations; and perform all other related duties as assigned.

#### **EXAMPLE OF DUTIES**

Assist students in maintaining positive interpersonal behavior which will include conducting individual and/or group conflict resolution; parent home contact; referral of students to the appropriate school or district resources; establish and maintain effective rapport with students and staff; supervise students on the school campus and at school-related activities to ensure proper behavior; manage selected student data systems (such as student book locker systems, parking permits, and drivers education application); patrol and monitor campus lunch areas, hallways, classrooms, restrooms, parking lots, and other areas as needed; maintain order and safety of campus; lock school areas as required; monitor student and staff parking assignment, policies and procedures; enforce school and district rules, regulations, and policies for the safety and security of students, staff, and campus; assist and monitor students during passing periods as they move to their assigned class; refer students to administrators in cases of flagrant and/or repeated violations of school rules and regulations; participate in SARB or other attendance monitoring programs as required; screen persons entering the campus and direct visitors to the school office; report the presence of unauthorized persons on campus; prevent illegal parking or unauthorized use of existing parking lots; escort students to the office as required; make oral and written reports; and perform all other related duties as assigned.

#### **MINIMUM REQUIREMENTS**

##### **Basic Qualifications:**

- Must possess a high school diploma or equivalent.
- Must possess a valid California driver license.
- Certificates of completion in first aid and CPR
- Must provide proof of freedom from tuberculosis.

##### **Desired Qualifications:**

- A.A. degree in Administration of Justice, Psychology, Recreation, Community Education, Sociology or other similar fields preferred.
- Experience with conflict resolution desirable.

##### **Ability to:**

- Read, write, and communicate in English.
- Work independently.

#### **TRAINING AND EXPERIENCE**

Paid or volunteer experience working in an educational or organized recreational setting with high school aged students preferred. Any combination equivalent to training or experience that would likely provide the required knowledge, skills, and ability appropriate for working with students in an educational setting preferred.

#### **SALARY PLACEMENT**

Range 16

Board Approved: 11/12/02