



*Our Children, Our Schools, Our Future!*

## Jurupa Unified School District

### **CAMPUS SUPERVISOR**

#### **DEFINITION**

Under general supervision to supervise students on secondary school campuses; to enforce school rules and regulations; to perform responsible public contact work; and to do related work as required.

#### **ESSENTIAL JOB FUNCTIONS**

- Supervises school grounds, parking lots and restrooms;
- Enforces rules and regulations;
- Checks persons on campus for proper passes;
- Directs campus visitors to proper offices;
- Informs loiterers as to relevant laws and initiates action against repeated violators;
- Keeps students within assigned areas during lunch periods;
- Assists with crowd control at athletic and social events;
- Works closely with administrators and staff to maintain a safe and peaceful campus.

#### **OTHER JOB FUNCTIONS**

- Helps develop a spirit of cooperation between the school, the home, and the community;
- Performs other related duties as assigned.

#### **LICENSE REQUIREMENT**

Possession of a valid, appropriate California Driver's License.

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

- First aid;
- Basic school policies;
- Local school district and community;
- Basic safety practices.

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

- Use sound judgment in stressful situations;
- Work effectively with secondary school students in a multi-ethnic setting;
- Supervise secondary school students;
- Understand and follow oral and written instructions;
- Establish and maintain effective working relationships with students, staff, parents and law enforcement officers;
- Remember facts, information, and people;
- Work with a minimum of supervision;
- Prepare and Maintain accurate records and reports.
- Read and comprehend handwritten or typed documents instructions.
- Make accurate observations from a distance.
- Communicate effectively.
- Stoop, kneel, bend and walk, at times over uneven ground, or at a highly accelerated pace.
- Stand and/or walk for sustained periods of time, at times over uneven ground, or at a highly accelerated pace.
- Climb slopes, stairs, steps and ramps.

## **CAMPUS SUPERVISOR**

### **Ability to (continued)**

- Lift and carry up to 40 pounds (example: backpacks filled with books).
- Intervene in physical confrontations when the students' well-being or safety are at risk.
- Effectively perform intervention procedures to prevent fights and other altercations.
- Deal with hostile, emotional, ill or angry persons in an effective manner.
- Assist ill students to a specific location or onto a stretcher, wheelchair or into a vehicle.
- Work in a wide variety of weather conditions.
- Maintain regular, steady attendance.

### **Experience:**

- Past experience in working with youth groups is preferred.

### **Education:**

- Graduation from high school.

### **Personal Qualities:**

- Good physical condition, patience, willingness to perform job tasks, reliable and dependable.

Personnel Services  
June 30, 2000

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