



## **Job Description**

### **Position:**

Campus Supervisor

### **General Description:**

Under the direction of the site administrator, provides playground and cafeteria supervision.

### **Job Goal:**

To support students in safely enjoying social interaction and exercise during recesses and lunch breaks.

### **Specific Duties and Responsibilities:**

Duties may include but are not limited to the following:

- Supervises students and maintains a safe and positive environment in the cafeteria and/or outside on the playground, restrooms and other areas where students may gather.
- Directs movement of groups to and from playground/cafeteria.
- Assists students to resolve minor conflicts on the playground. Reports unauthorized activities and redirects unauthorized persons to the school office.
- Ensures student promptness in returning to classrooms when the bell rings and collects any equipment left on the playground.
- Helps to guide pupils in developing good habits of sportsmanship.
- Encourages and promotes courtesy among students.
- Observes that safety rules are obeyed and applies school site discipline policy and student conduct code.
- Maintains confidentiality regarding students at all times.
- Follows mandated reporting requirements.
- Assists with the preparation and signing of accident reports if students are injured.
- Administers first aid as needed.
- Follows and assists with district emergency procedures.
- Performs related duties as assigned.

### **Required Skills and Knowledge:**

- Knowledge of and ability to understand and apply district and school policies and rules, in particular those governing student discipline.



- Ability to establish and maintain effective working relationship with students, parents, teacher and administrators.
- Ability to maintain order and control among students; analyze situations accurately and adopt an effective course of action.
- Ability to maintain self- control and balanced judgment in stressful situations.

**Qualifications:**

- High school diploma
- Ability to supervise students in order to maintain appropriate safety and order.
- Ability to effectively communicate and establish relationships with students, staff, and community.
- Ability to react quickly to an emergency situation and show good judgment in handling such emergency.
- Ability to obtain first aid and CPR certification.

**Physical Requirements:**

- Ability to see for purposes of reading policies and printed material.
- Ability to understand speech at normal levels in person.
- Ability to communicate so others will be able to understand a normal conversation in person or on the telephone.
- Ability to occasionally lift/carry supplies, materials and equipment weighing up to 25 pounds.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.
- Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

**Working Conditions:** While performing the duties of this job, the employee is regularly required to walk, stand, sit, speak and hear. Specific vision abilities required by this job include distance and close vision. The position may require hand movement, bending, pushing and lifting. The work environment(s) for this position will consist of several different settings, including the cafeteria, playground, parking lot and school building. Work is performed both indoors and outside. Outside work will require appropriate attire due to weather conditions (i.e., cold, snow, etc.).

**Hours:** Up to 8 hours per day

**Work Year:** 181 Days

**Salary:** Range B of Classified Salary Schedule

**Evaluation:** Site Administrator