

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED APRIL 1997**  
**INSTRUCTIONAL SERIES**  
**RANGE: 36.5**  
**CLASSIFIED**  
**CODE: 2,4,7**

### **CAMPUS SUPERVISOR**

#### **DEFINITION**

Assists the administration and teaching staff in the supervision of students on school grounds, parking lots, study halls, and areas adjacent to the school to ensure proper conduct, maximum class attendance, and student/staff safety.

This job classification exercises responsibility for enforcing school rules and regulations pertaining to student behavior, order, and conduct.

#### **EXAMPLES OF DUTIES**

Patrols school grounds, corridors, rest rooms, parking lots, and adjacent areas for the purpose of enforcing rules and regulations as they pertain to student attendance, behavior, and conduct;

supervises student behavior, correcting improper and unruly activities on the spot and reporting major infractions to the school administration;

intercedes in and resolves student fights and arguments;

escorts students to class or to proper administrative offices as needed;

operates hand radio in patrol functions;

checks students in hall during class time for proper authorization;

maintains discipline and order on campus and at school activities and events as assigned;

searches students, lockers, and other areas for illegal, stolen, etc. items as assigned;

directs non-students or suspended students to leave school grounds and escorts parents and visitors to proper office or classroom;

writes and prepares conduct referrals and reports to school administration regarding student behavior violations;

writes and prepares incident reports for administrator when assigned; performs security checks of buildings and grounds as necessary;

directs traffic to and from parking lot at lunch periods and after school, checking to ensure that vehicles are parked in proper spaces and are secured;

reports signs of vandalism to proper authority;

assists in clearing building during fire alarms and drills as necessary;

supervises classrooms/student groups when necessary;

performs related duties as required.

## **QUALIFICATIONS**

### Knowledge of:

Approved techniques and methods of youth supervision; rules and regulations pertaining to student behavior and conduct on campus; correct English usage, grammar, and punctuation.

### Ability to:

Read and write at a level sufficient to perform required duties;

understand and carry out instructions;

relate well with students;

analyze situations accurately and adopt effective course(s) of action;

exercise tact, diplomacy, and good judgment in dealing with students, parents, and campus visitors;

establish and maintain effective work relationships with those contacted in the performance of required duties;

work at a desk or conference table;

stand and walk for extended periods of time;

see for the purpose of reading rules, policies and other printed matter;

hear and understand speech at normal levels;

communicate so others will be able to clearly understand a normal conversation;

bend, twist, sit, stoop, kneel, push, pull, and crawl;

lift 50 pounds.

### Experience:

Three years responsible experience involving a considerable amount of youth work, preferably some of which has been gained in a high school setting.

### Education:

Equivalent to the completion of the twelfth grade.

Possess or secure within six months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

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