

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

Campus Supervisor

### DEFINITION OF POSITION

Under the supervision of the school administrator(s), the Campus Supervisor works to provide a safe learning environment for students, staff, and visitors.

### EXAMPLES OF DUTIES

- Supervise campus and parking lot to ensure that rules and regulations are being observed;
- Build relationships with students to ensure a positive climate and culture on campus;
- Assist staff with students that require behavioral support;
- Play an active role in district and site initiatives that support student conduct, i.e. Multi-Tiered Systems of Support (MTSS), Positive Behavior Interventions and Supports (PBIS), Restorative Practices, Restorative Justice, etc.
- Direct students and visitors on campus to create a welcoming environment;
- Be alert to and inquire about the nature of the business of any unauthorized individual on the school premises;
- Supervise study halls and detention;
- Supervise and respond to calls for students that are off campus in areas where they are known to congregate;
- Ensure that students are in class on time, and inform administration when students leave campus without authorization;
- Ensure student safety if physical altercations occur;
- Enforce district and school rules, including dress code, smoking/vaping, cell phones, drugs, and alcohol;
- Update student information system and district work orders, and use security camera programs at the direction of school administration;
- Update student information system to reflect incidences;
- Assist administration with student searches and investigations as directed;

### DESIRABLE QUALIFICATIONS

*Knowledge of:*

- District initiatives that support student conduct, i.e. Multi-Tiered Systems of Support (MTSS), Positive Behavior Interventions and Supports (PBIS), Restorative Practices, Restorative Justice, etc.
- Student information system, district work orders, and security cameras

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## *Ability to:*

- Maintain a firm, but friendly and positive atmosphere on campus;
- Respond to issues on campus where students and/or staff require assistance;
- Support administrators with student searches and investigations as needed;

## **EXPERIENCE/EDUCATION**

High school diploma or the equivalent. Experience working with students is desirable. Bilingual preferred.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Occasionally

Standing/walking: Frequently

Waist bending: Occasionally to frequently

Neck bending: Occasionally to frequently

Squatting: Frequently

Climbing: Rarely

Kneeling: Frequently

Crawling: Rarely

Neck twisting: Occasionally to frequently

Waist twisting: Occasionally

Pushing/pulling: Occasionally – up to 150 lbs. at a time

Running: Occasionally to frequently

### **Reaching:**

Above shoulder: Occasionally

Below shoulder: Frequently

### **Lifting/Carrying:**

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time

11-25 lbs: Occasionally – weights carried up to 100 feet at a time

26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time

51+ lbs: Rarely

### **Hand Activities:**

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Repetitive hand use: Occasionally

Simple grasping: Frequently

Power grasping: Occasionally

Fine manipulation: Rarely

Hand and arm twisting/turning: Occasionally to frequently

Computer operations/writing: Rarely

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR Certifications
- Ability to drive to off site locations

BOT 8/15/2023