



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308

www.rbuesd.org

CAMPUS SUPERVISOR JOB DESCRIPTION

DEFINITION

Under the general supervision of a Site Administration, this position is responsible for supervising student activity on all areas of the campus, assist administration and staff in the communication and enforcement of school rules and regulations applicable to students; assist in the screening visitor access to school facilities; and to assist the staff as required. Advocate on behalf of students; understand the needs of the students and follow up when appropriate; build successful relationships with students, staff and administration to ensure a productive learning environment; understand role and responsibility and how it contributes to student achievement; anticipate and respond quickly to student and staff needs; contribute to creating and maintaining a positive and safe environment for students; treat all students fairly.

ESSENTIAL FUNCTIONS & DUTIES

- Actively monitor school buildings, grounds, parking lots, buses, etc. to prevent loitering and ensure compliance with school regulations; check parking areas and entrances to schools.
- Communicate with students regarding improper behavior and attempt to obtain voluntary compliance with school rules.
- Escort students to Administrative Office, if needed.
- Report unusual incidents and observations to appropriate school or legal authorities in accordance with procedures established by the principal and/or district.
- Maintain a calm, professional demeanor and positive management of student conflict.
- Supervise activities and special programs when assigned.
- Attend meetings pertinent to fulfilling job duties.
- Collect data on behavior, and assist students in developing appropriate social skills and behaviors.
- Serve as a role model for students in communication, self-control, and cooperation for the purpose of ensuring a positive learning environment.
- Support students in integrated settings for the purpose of promoting socialization and supporting behavior plans.
- Work with students to encourage achievement and progress.
- Assist Administration in recordkeeping and compiling reports.
- Perform a variety of clerical duties.
- Participates in staff meeting and professional development activities.
- Operate and use various school technology.
- May perform other duties directly related to this job description as required by Site Administration.


EDUCATION & EXPERIENCE

Any combination of education, experience and training that would likely provide the required knowledge and skill is qualifying.

- Equivalent to the successful completion of the 12th grade.
- Training or coursework in child growth and development preferred.
- Experience involving the welfare and safety of student or others, preferably in an educational environment.



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Effective: 12/16/2021

- Successful completion of the Security Officer Training course pursuant to California Code, Education Code – EDC 38001.5. Must be completed within six months of employment. The required training will be offered at District expense.
- First Aid and CPR Certificate or ability to obtain desirable.

KNOWLEDGE OF:

- Proper English usage, spelling, grammar, punctuation and vocabulary.
- Bilingual skills – desired.
- Security practices and procedures, including problem solving, commitment to students, job, professionalism, interpersonal, communication and organization.
- Procedures and practices for ensuring the safety and welfare of others.
- Behavior management techniques and strategies relating to pupil achievement.
- Rapidly acquire specific knowledge of student involvement and rules for student behavior.
- Basic computer programs and applications.
- Modern office equipment operation.

ABILITY TO:

- Maintain confidentiality.
- Work harmoniously with students, staff and parents.
- Understand and carry out written and oral instructions.
- Effectively supervise students in a variety of situations.
- Maintain security and confidentiality of specified records and information.
- Maintain effective working relationships with students, parents, teachers and administration.
- Empathize with the needs of students; react with flexibility, patience and sensitivity to changing situations and needs of students; communicate with students and motivate them to participate in learning activities.
- Assist in providing outreach information, attend meetings and coordinate with other staff members and a variety of student issues.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Stamina to spend long periods of time walking and standing to complete security patrol duties. Requires 90% walking or standing, occasional running as required for student safety.
- Requires continuous and frequent student, staff and public contact.
- Dexterity of hands and fingers to operate equipment, a computer, and office equipment.
- Mobility needed to get to various locations throughout a school site.
- Ability to perform security checks in inclement and extreme weather conditions.
- Kneeling and/or bending.
- Reaching horizontally and overhead to retrieve and maintain files and to store supplies and records.
- Lifting and/or carrying objects weighing up to 50 pounds.
- Ability to exchange information in person, telephonically or electronically.
- Ability to assist students experiencing physical and/or emotional difficulties.

Reasonable accommodation may be available to enable a person with a disability to perform the essential functions of the position.



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TERMS OF EMPLOYMENT

Salary and work year to be established by the Superintendent with approval by the District Board.

Human Resources Use Only

Created: December 16, 2021 Revised: _____

APPROVED:

Print Name: Noelle DeBortoli Title: Director, Human Resources

Signature: *Noelle DeBortoli*

Date: *March 4, 2022*