DEFINITION
Under general supervision, to patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; and to assist in the enforcement of school rules.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Patrol and supervise assigned school campus areas, including playgrounds, classrooms, campus perimeter, restrooms, parking lots and eating areas to enforce school rules with regard to safety and student behavior.
- Detain and question students who are out of class to determine the nature of their activities; question visitors to the campus to ensure that they are properly authorized.
- Escort students to and from classrooms and the office as required; deliver messages, passes, books and paperwork to teachers and students as necessary.
- Administer first aid and CPR as authorized under current standard certification as necessary.
- Respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities to school administrators.
- Check for and report actual and potential safety hazards to appropriate administrators.
- Maintain records and files as necessary.
- May supervise students with in-school suspension and after school detention.
- Assist in putting up or taking down tables and benches, sweeping, picking up papers and general cleaning; may supervise students assigned to clean up.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Basic techniques to motivate students and manage student behavior.
- Techniques used in public relations.

Ability to:
- Learn, interpret and enforce school and District rules, regulations and policies regarding student behavior and discipline.
- Learn principles and practices of first aid and CPR.
- Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution.
- Perform immediate and authorized first aid and CPR as authorized under current certification.
- Supervise and discipline students according to approved policies and procedures.
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions.
- Deal tactfully and effectively with students.
- Respond appropriately in emergency situations.
- Deal constructively with conflict.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Establish and implement consistent, firm and appropriate limits.
- Enlist the cooperation of students in the enforcement of rules and regulations.
Chico Unified School District
Campus Supervisor (Continued)

- Work independently in the absence of supervision.
- Understand and follow oral and written directions.
- React to and exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:
- Some experience in the care and supervision of secondary school age students in an organized education setting.

Training:
- The ability to read and write at a level necessary for successful job performance.

License or Certificate:
- Ability to obtain certification in First Aid and CPR within 30 days of the date of hire.

Special Requirements:
Essential duties require the following physical skills and work environment:
Please refer to the Job Analysis.

PC – March 1996, December 2013, August 2018