

JOB ANALYSIS

JOB TITLE: Campus Supervisor		DOT #:	O*NET-SOC #:
JOB ANALYST: Nancy Kennedy, MS, CRC		DATE OF ANALYSIS: October 2013	
PHONE #: (800) 477-0626 X 4435		DATE REVISED:	
EMPLOYER: Chico Unified School District		ADDRESS: 1163 East Seventh Street, Chico, CA 95928	
INFO PROVIDED BY: Administrators & Campus Supervisors-Chico High School & Bidwell Jr. High School		ON SITE VISIT: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Chico High School, Fair View High School & Bidwell Jr. High School	
PHONE# :			
EMPLOYEE:		<input type="checkbox"/> Regular Full Time	
DATE OF INJURY:		<input type="checkbox"/> Part-time _____ hours/day	
CLAIM NUMBER:			
PURPOSE:	<input checked="" type="checkbox"/> WC	<input type="checkbox"/> Post-Offer	<input type="checkbox"/> Accommodation

***Note of Analyst:** This job analysis is compilation information from several school site locations within the Chico Unified School District. Physical demands will vary according to the physical layout of the campus location, or its proximity to common areas adjoining the campus; i.e. parks, etc. Also, the age and diversity of the student population will impact the physical and psychological factors involved in the performance of essential functions.*

General Description:

Under general supervision, the Campus Supervisor patrols and supervises assigned school campus areas to ensure a safe and orderly environment on the school campus; and assists in the enforcement of school rules.

Essential Job Functions:

1. 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; utilize de-escalation techniques to resolve volatile situations, and build rapport with students, faculty, staff, and administrators.
2. 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.
3. Escort students to and from classrooms and the office as required; deliver messages, passes, books and paperwork to teachers and students as necessary; support attendance clerk(s) or other personnel to verify student absences. .
4. Administer first aid and CPR as authorized under current standard certification as necessary.
5. Respond to rule infractions; report serious violations of school rules to school administrators; report suspicious or unauthorized activities to school administrators.

6. Check for and report actual and potential safety hazards to appropriate administrators.
7. Maintain records and files as necessary, including documenting of incidents, and necessary information regarding actions for school administrators.
8. Supervise students with in-school suspension and after school detention, if applicable.
9. Assist in putting up or taking down tables and benches, sweeping, picking up papers and general cleaning; may supervise students assigned to clean up.

Marginal Duties

10. Perform other related duties and responsibilities as assigned, attend school functions/events as requested, etc.

Required Knowledge, Skill and Ability:

Knowledge of: Basic techniques to motivate students and manage student behavior; public relations techniques related to school/campus activities; school and District policies and procedures pertinent to scope of duties and responsibilities; identification and affects of controlled substances, and typical reactions to medications for emergency or first aid; gang affiliations and potentially violent behaviors; communication devices, and if applicable to assignment, computer applications (student info system, etc).

Skill/Ability to: Learn, interpret and enforce school and District rules, regulations and policies regarding student behavior and discipline; supervise and discipline students according to approved policies and procedures; maintain current first aid and CPR certifications, and implement and/or perform principals and practices of first aid/CPR, as necessary; recognize problems which may interfere with the welfare of students and implement appropriate solutions; deal tactfully and effectively with students and staff, or others in contact with in the course of responsibilities; supervise and discipline students according to approved policies and procedures demonstrating a professional demeanor; respond appropriately in emergency situations and escalate problems according to policies and procedures; 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; 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; 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.

Physical Demands (Per U.S. Department of Labor Definition) *Times listed are representative of an 8 hour work day:

Rating	Rarely - < 1%	Infrequently 2-5%	Occasionally 6-33%	Frequently 34-66%	Constantly 67% +
	< 5 minutes	*5-30 minutes	*30 minutes to 2 ½ hours	*2 ½ hours to 5 ¼ hours	*5 ¼ hours or more
Sedentary			0 – 10 lbs.		
Light			11 – 20 lbs.	0 – 10 lbs.	
Medium			21 – 50 lbs.	11 – 25 lbs.	1 – 10 lbs.
Heavy			51 – 100 lbs.	26 – 50 lbs.	11 – 20 lbs.
Very Heavy			100 + lbs.	50 + lbs.	20 + lbs.

STANDING: Remaining on one's feet in an upright position at a workstation without moving about.

Occasionally to Frequently. Standing occurs to monitor student activities, or speak with individuals or groups, conduct searches, or assist students, and will depend on school site environment and activities. Standing to maintain a position rarely occurs for more several minutes, and the Campus Supervisor generally has the ability to change positions at will.

WALKING: Moving about on foot.

Frequently. Walking to various locations on a campus or its perimeters occurs routinely. Distances will vary according to the campus layout, but will generally be several hundred feet or yards. In some cases, the Campus Supervisor will retrieve students from off-campus locations and walk back to the school site involving greater distances. Brisk walking will occur when responding to critical situation, and walking among crowds of students or alone occurs routinely. Walking surfaces involve all interior flooring, cement, lawns, or rough surfaces, and uneven surfaces.

SITTING: Remaining in the normal seated position

Infrequently to Occasionally (see exception below). The Campus Supervisor will sit in any available chair or sitting surface, such as a bleacher when encountering students, and performing other routine job functions. The Campus Supervisor will complete some documentation, or access a computer, and will generally sit in an office chair when writing or using a computer. Attendance at meeting will occur as necessary. Duration varies.

Sitting Exception. Some duty assignments on large campuses will involve the use of a bicycle to patrol perimeters, and adjacent areas. When assigned to this role, the Campus Supervisor will sit on a bicycle seat up to **Frequently** throughout the day.

LIFTING: Raising or lowering an object from one level to another (including upward pulling).

	Never	Rarely	Infrequently	Occasional	Frequently	Constantly	Height
Under 10 lbs.			X-----	-----X			Floor to Overhead
10 – 20 lbs.			X				Floor to Overhead
21 – 35 lbs.		X					Waist to Overhead
36 – 50 lbs.	X**						

Typical items lifted (not comprehensive): 0 – 10 lbs.: Documents, clip board, radio, telephone, files/folders, binders, etc. 11 – 20 lbs.: Student backpack, chair, end of table, trash bin (if applicable at site), etc. 21 – 35 lbs.: Box of supplies, car boot (if applicable at site), etc. NOTE: **Lifting greater than 25 lbs. to 35 lbs. may involve assisting or lifting of students to ensure safety to self/others and may be required in extreme or emergency situations.

CARRYING: Transporting an object usually holding it in the hands, arms or shoulders.

	Never	Rarely	Infrequently	Occasionally	Frequently	Constantly	Distance
Under 10 lbs.					X----	-----X	Any Distance Walked
10 – 20 lbs.			X				Any Distance Walked
21 – 35 lbs.		X----	-----X				300 yards
36 – 50 lbs.	X						
51 – 75 lbs.	X						
76 – 100 lbs.	X						

See Lifting Section for typical items carried.

PUSHING: To exert force on or against an object in order to move it away.

Rarely to Infrequently. Pushing to open/close doors, drawers, etc. or rolled cart to set up or move equipment, or access files, or locations occurs as necessary up to 10 lbs. using hands, arms, and/or whole body. Pushing occurs involving additional force of 15 to 30 lbs. to move tables, furniture, or bleachers, and when necessary to apply force to resist or hold back an individual occurs using hands, arms, upper body, or whole body.

PULLING: To draw towards oneself, in a particular direction or into a particular position.

Rarely to Infrequently. Pulling occurs in similar situations as pushing, involving applied force to move objects, and generally involves applied force from 5 to 10 lbs., but on occasions 10 to 30 lbs. using hands, arms, and whole body.

CLIMBING: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using hand and feet.

Infrequently. Climbing to ascend or descend is based on site location, but may involve use of a standard access ramp or stairway. Stairs or ramps may be accessed quickly in an emergency response.

BALANCING: Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces.

Up to Occasionally. A good overall sense of balance is required to ambulate quickly and assuredly among groups of students, to enforce rules, and maintain a defensive stance when appropriate and necessary. The Campus Supervisor will encounter situations where surfaces are unlevel or where quick footedness is required, all will do so when walking, standing, or crouching. Surfaces may be narrow or slippery.

STOOPING/BENDING: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.



20 Degrees- Infrequently to Occasionally, depending on assignment. On a routine basis, the Campus Supervisor will bend forward to access documents or items on a desk top or counter, or inspect or access equipment, tables, etc., as a brief action. Prolonged or sustained bending is not applicable in this case, but weight bearing may be involved. Overall, 20 degree bending will occur Infrequently, or less. If assigned to riding a bicycle as part of campus perimeter patrolling, the Campus Supervisor will bend forward for a prolonged period and up to Occasionally.



45 Degrees- Infrequently to Occasionally, depending on assignment. As necessary, the Campus Supervisor will bend to 45 degrees to access lower storage or shelves, to inspect or pick up a student's back pack, receptacle, equipment, or other items. In this case, a down and up action is performed to access the lower level item. If assigned to riding a bicycle as part of campus perimeter patrolling, the Campus Supervisor will bend forward to 45 degrees when responding to a radio call, or when traveling at a fast speed, and may increase physical demand up to Occasionally.



90 Degrees- Rarely, and at discretion. Bending to 90 degrees is generally not required, but will occur at the discretion of the Campus Supervisor to pick up trash, obstacle, a suspicious item, or a student's back pack on the ground level. At discretion, the Campus Supervisor may crouch to perform a similar action.

TWISTING/TURNING: Rotating the torso. This includes turning of upper and lower back, and hips.

Upper Torso- Infrequently to Occasionally, depending on assignment. Twisting 0 to 45 degrees at the waist occurs to monitor students, respond to a noise or activity, and may require a quick movement. If assigned to riding a bicycle as part of campus perimeter patrolling, the Campus Supervisor will twist to view traffic or respond to noises, or other moving objects to safely ride in designated areas.

Lower Body- Rarely to Infrequently. In most typical situations, the Campus Supervisor can avoid lower body twisting or rotation based on stance, or it is not required. In some instances, when a defensive stance is required, or quick movement over unlevel surfaces is required, lower body twisting will occur to observe, respond, or assist students.

KNEELING: Bending legs at knees to come to rest on knee or knees.

Rarely to Infrequently. Kneeling is required when administering first aid or CPR, or when participating in certification training. At the discretion of the Campus Supervisor, kneeling may be performed to avoid full bending, if required to access or inspect lower area(s). Duration will vary according to situation from one to two minutes up to 15 minutes.

CROUCHING/SQUATTING: Bending body downward and forward by bending legs and spine.

Rarely to Infrequently. Crouching will occur when lifting a heavier object, and to access lower levels, or to assist with set up of equipment, tables, bleachers, etc.

CRAWLING: Moving about on hands and knees or hands and feet

Not required to perform any specific essential job function.

NECK POSITIONS:

Extension: 0- 70 degrees: Occasionally to Frequently, depending on assignment. Overall, depending on the Campus Supervisor's height, glancing upward will occur 0 to 60 degrees to view standing individuals from a seated position, or to look upward to overhead areas, and to glance forward to scan and observe students, or areas on the campus or adjacent areas. This will occur intermittently, up to Occasionally, and may be sustained for several minutes. If assigned to riding a bicycle as part of campus perimeter patrolling, the Campus Supervisor will hold neck in a prolonged extension of 50-60 degrees from a leaning forward position (20 degree to 45 degree bend at back) to view street, traffic, pedestrians, or student activities. Full range may be required in some instances.

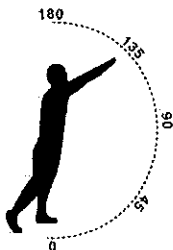
Flexion: 0- 80 degrees: Occasionally to Frequently to 50 degrees. Tasks performed at a desk, computer, reading documents, and writing notes/hall passes, etc. occur routinely and intermittently through the day. Canvassing facilities and grounds, observing any lower level, including the ground/floor, stair steps, occur routinely in the course of the work day. Full range may be required in some instances.

Left/Right Lateral Rotation: 0 - 45+ degrees: Occasionally to Frequently. Full range of neck rotation is required to observe and monitor students while walking, riding bicycle (if applicable to assignment), and to continually maintain attentiveness to surroundings and student behaviors. Looking directly over shoulder will occur.

Left/Right Lateral Flexion: 0 – 45 degrees: Rarely. Left or right lateral flexion will occur as necessary to observe behind an obstacle, or gain a better view of a student or item. Position is generally not sustained but as a glance, and degree will vary according to the situation.

REACHING: Extended hand(s) and arm (s) in any direction.

Forward Reaching: Forward reaching is required to perform routine duties; such as, assisting a student, picking up items, searching for suspicious substances, handling items located on a desk, counter, file cabinet, or shelf. Riding a bicycle (if applicable assignment) requires forward reaching to operate gears, brakes and to steer. Forward reaching occurs to the degrees and frequencies indicated below:



135 to 180 Degrees: Rarely

90 to 135 Degrees: Rarely to Infrequently

45 to 90 Degrees: Frequently

Below 45 Degrees: Rarely to Infrequently

Abduction (side reaching 0 - 180 Degrees): **Rarely to Infrequently.** Side reaching will occur when giving hand signals to direct students or in traffic control situations. On occasions reaching to side will occur while facing forward to obtain access shelf or counter, etc., and when speaking with a student, or others. Side reaching will occur Rarely above 90 degrees or below 45 degrees, and Infrequently between 45 and 90 degrees.

Horizontal Abduction (away from body 0 to 90 Degrees)/**Adduction** (across body to 45 Degrees): **Rarely to Infrequently.** Unilateral or bilateral actions occur to organize or access items (documents, folder, equipment), to access books, student's backpack, to move supplies or objects, or to assist a student.

HANDLING: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch.

Frequently. Whole hand unilateral and bilateral use occurs to when accessing and utilizing forms, files, writing instrument, computer mouse, radio/cell phone, or other telecommunication devices, etc. Hands will be used to perform simple grasping, three-point pinch (writing), tip grasp (file folder), lateral grasp (clip board) hook grasp (file drawer), spherical grasp (door knobs), and power grasping or firm gripping will occur as necessary if detaining a student requires it. Prolonged duration of any hand position or prolonged repetitive use of hands is generally not performed, with the exception of grasping handle grips on a bicycle (if applicable to assignment). Full wrist movements will be utilized to inspect, guide, or manipulate as necessary.

FINGERING: Picking, pinching, touching, feeling or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Infrequently to Occasionally. The Campus Supervisor will use various communication devices that will require use of buttons or tabs, or touch screens to communicate with staff and administrators. In addition, feeling the texture, temperature or condition of a surface may be required or using fingers to pick up small objects. The Campus Supervisor will utilize a computer keyboard to check and send email, or access records or data. Filing, picking, sorting, paging, and similar fingering actions occur at various times during the work day.

TALKING: Expressing or exchanging ideas by means of the spoken word.

The ability to communicate orally for in-person or radio/telephonic communications is critical to performing all essential functions. The Campus Supervisor must have sufficient voice projection to be heard in noisy or loud situations. The role of the Campus Supervisor requires discretion, tact, and the ability to speak in potentially volatile situations in a manner to de-escalate tension or strife, and obtain a positive outcome. The position requires the ability to foster and build rapport with a diverse student population, the general public, teachers/staff, and administrators. Speaking is not continuous, but the capacity to speak appropriately in any given situation is required.

HEARING: Perceiving the nature of sounds by ear.

Normal, near normal or corrected to-hearing is required. The detection of unusual sounds, noises, and voices to correctly interpret source and content is required to respond or take appropriate actions. The ability to hear over radio or telephonic devices is required.

SEEING:

Normal, near normal or corrected to-vision is required. Due to the nature of the position, the Campus Supervisor must be able to see clearly to make appropriate decisions. Monitoring activities of students or others, and observing a variety of behaviors or to take appropriate actions is the essential purpose of the position. Near acuity (< 20 inches), far acuity (> 20 feet), depth perception, field of vision, accommodation (adjusting focus), and color identification is necessary.

ENVIRONMENTAL CONDITION - EXPOSURE TO (Checked items apply):

- ☒ [X] Weather - 20 % inside 75 % outside (Approximately-varies)
- ☐ [] Extreme Cold (non-weather related)
- ☐ [] Extreme Heat (non-weather related)
- ☐ [] Wet and/or Humid (non-weather related)
- ☒ [X] Noise intensity level - varies significantly according to situation low to high (no hearing protection)
- ☒ [X] Vibration - only if bicycle riding applies to assignment, and from road or surface vibration
- ☒ [X] Atmospheric Conditions - Ambient odors, fumes (car exhaust, smoke-possible)
- ☐ [] Electrical Shock
- ☐ [] Work in High Exposed Places
- ☐ [] Radiation (i.e. X-ray), Explosives
- ☐ [] Toxic or Caustic Chemicals
- ☐ [] Proximity to Moving Mechanical Parts
- ☒ [X] Other Environmental Conditions - Possible exposure to air or blood borne pathogens, hazardous control substances (contraband on campus or in possession of student). street or parking lot traffic/moving vehicles.

PSYCHOLOGICAL FACTORS:

1. ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:

90 to 100% of job functions involve the ability to maintain concentration in order to be observant of student behaviors in order to properly enforce standard rules, standard safety practices, and general procedures. There are short periods of time during the course of the day when activity levels may be less, or no event or activity is occurring; such as checking email, or speaking with students or staff/instructors is related to general information sharing, or the building of rapport. Otherwise, the ability to remain focused and intent, and to remember and follow school and district policies is of critical importance.

2. ABILITY TO PERFORM SIMPLE AND REPETITIVE TASKS:

50 to 90% of job functions involve the ability to ask or answer simple questions, or to perform routine tasks, such as patrolling campus grounds and facilities, remembering names and faces, or general work procedures. Tasks will vary significantly when students pass between classes, during lunch periods or before and after school, or at various events. At other times during the work day, activities may be simple and repetitive, and will vary with knowledge and experience.

3. THE ABILITY TO MAINTAIN A WORK PACE APPROPRIATE TO A GIVEN WORKLOAD:

90 to 100% of job tasks and essential functions involve the ability to maintain a schedule, perform duties and be present at locations when needed or necessary, and to promptly respond to requests for assistance. This is critical to the function and role of the Campus Supervisor, where maintaining a consistent overall work pace, punctuality and presence is required. The primary responsibility of the Campus Supervisor is to assist the school site administrator(s) to ensure and maintain an orderly and safe campus.

4. ABILITY TO PERFORM COMPLEX AND VARIED TASKS:

10 to 50% of job tasks involve interpreting situations and behaviors that are varied and of a complex nature. This will vary significantly from day to day, and will be based on the school site environment, population, and/or specific events. The Campus Supervisor must analyze student behaviors that may be linked to medical issues, chronic student issues, or potentially volatile or dangerous situations. This may be linked to possession of property, the wearing of clothing, or physical or verbal behaviors. These may be subtle or overt requiring the Campus Supervisor to synthesize information quickly and effectively, and apply the proper procedure or policy appropriately to the situation. The Campus Supervisor must be able to utilize authority within the scope of his/her responsibility, fairly enforce rules, and report situations to school administrators that require their input or involvement. While the ability to perform complex and variety tasks may not be utilized 100% of the work day, the Campus Supervisor will be required to possess this ability at any given time.

5. ABILITY TO RELATE TO OTHER PEOPLE BEYOND GIVING AND RECEIVING INSTRUCTIONS:

100% of job functions involve the ability to get along with people with whom contact is made on a daily basis. This includes students, teachers, staff and peers, administration personnel, and the general public. Due to the nature of the job, the Campus Supervisor routinely explains, negotiates or persuades individuals that require the ability to respond appropriately to language or behaviors that may be deemed as evaluation or criticism. Further, the Campus Supervisor must be able to understand and relate to other's point of view, and interact in an appropriate manner to achieve a positive result.

6. ABILITY TO INFLUENCE PEOPLE:

100% of the Campus Supervisors responsibilities require the ability to convince students to comply with school rules. This involves various methods of communication and a presence of person to exert authority. The words used by the Campus Supervisor must be chosen appropriately and be used effectively to best reflect the situation, and the behaviors or attitudes of students. This requires a respectful, but firm, manner. The Campus Supervisor will communicate with visitors and staff members in a similar respectful manner appropriate to the person(s) encountered. Overall, the ability to interact appropriately is critical to job performance, and positive outcomes for which the position is intended.

7. ABILITY TO MAKE GENERALIZATIONS, EVALUATIONS, OR DECISIONS WITHOUT IMMEDIATE SUPERVISION:

100% of duties performed by the Campus Supervisor involve the ability to make appropriate generalizations and evaluations of situations, or any communication. The ability to recognize potential hazards and follow appropriate precautions; the ability to understand and remember detailed instructions or information; the ability to make independent decisions or judgments based on appropriate information is critical to job performance and the function of the position. The Campus Supervisor will make decisions without the immediate supervision of an administrator based on a prevailing or fluid situation, but consult with or information the administrator as soon as possible, or as appropriate within school policies and procedures.

8. ABILITY TO ACCEPT AND CARRY OUT RESPONSIBILITY FOR DIRECTION, CONTROL, AND PLANNING:

50 to 100% of job functions require the ability to respond appropriately to changes in work conditions, and respond accordingly to fluid situations; explain school rules and procedures to students and encountered visitors; assume direction or control of students assigned to detention, including overseeing or directing activities; and, assume responsibility for his/her actions. The Campus Supervisor is not responsible to instruct or provide supervision of employees or co-workers, but may assist or provide information to staff members regarding issues or problems as directed by the administrator.