

**CHICO UNIFIED SCHOOL DISTRICT  
CAMPUS SUPERVISOR**

**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.

**Skill to:**

- Perform immediate and authorized first aid and CPR as authorized under current certification;
- Respond appropriately in emergency situations;
- Deal constructively with conflict;
- Deal tactfully and effectively with students.

**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;
- Supervise and discipline students according to approved policies and procedures;
- Recognize problems which may interfere with the welfare of students and implement appropriate solutions;
- 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 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, EDUCATION, 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 recommended.

#### **Training:**

- The ability to read and write at a level necessary for successful job performance.
- On-site training upon hire.

### **SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

#### **License and Certificate Requirement:**

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

### **PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

- Please refer to the Job Analysis.