

CAMPUS SUPERVISOR

Grade 1

Purpose Statement

The job of Campus Supervisor is done for the purpose/s of providing support to the instructional process with specific responsibilities for ensuring the safety and welfare of students primarily during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and visitors.

This job reports to Site Principal

Essential Functions

- Administers first aid and medical assistance for the purpose of providing immediate care for ill or injured children.
- Directs students in a variety of activities (e.g., disposal of food waste at lunch, return of trays and utensils, group games on the playground, movement of groups of students to and from the playground, conflict resolution, etc.) for the purpose of supervising and ensuring the safety of students when students are on campus grounds and outside of the classroom.
- Informs the school office of any serious infraction of disciplinary expectations by students for the purpose of providing information, direction, and referral for addressing incidents.
- Intervenes in potential conflicts and emergency situations using established protocols for the purpose of minimizing disruptions of campus activities and injury to involved parties.
- Monitors students eating in the lunch area (e.g., assisting younger students using utensils, opening food items as needed, directing students to tray return area and lines for purchasing food, dismissing from lunch area, etc.) for the purpose of creating a safe and helpful atmosphere in the cafeteria/lunch area.
- Monitors student behavior during and between assigned periods (e.g., playgrounds, lunch area, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and establishing a secure facility.
- Organizes students during lunch (e.g., orderly lines for purchasing lunch, dismissal from lunch area, etc.) for the purpose of ensuring safe and orderly lunch periods.
- Refers incidents to appropriate site personnel (e.g., personal injuries, altercations, suspicious activities, expectation violations, etc.) for the purpose of ensuring follow-up in accordance with administrative, site security, and student safety guidelines.
- Supervises children throughout the day (e.g., drop off in the morning, valet, playtime, during transition periods, etc.) for the purpose of ensuring the safety of children.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups, working split shifts.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is desired.

Education (Minimum): High school diploma or equivalent.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.