

# **DELANO UNION SCHOOL DISTRICT**

## **Campus Supervisor**

### **Brief Description of Job**

**Under supervision, assists in providing a safe and secure school environment for students, staff and community by patrolling and guarding the campus to insure the safety and protection of persons, buildings, grounds, equipment and other property of the District; and do other related duties as assigned.**

### **Administrative Relationship**

**Works under the supervision of a school Principal or other administrator or as assigned.**

## **REQUIRED QUALIFICATIONS**

### **Knowledge of:**

**Appropriate laws, crime prevention methods, and District policies and procedures or ability to learn; principles and procedures of investigation, arrest and search and seizure; procedures of crowd control and emergency evacuation; principles and procedures of record keeping and report preparation.**

### **Ability to:**

- 1. Work with students in school setting - experience with junior high school age youths preferred;**
- 2. Use good judgment, poise and tact when working with students, staff and community;**
- 3. Supervise students on school grounds, including corridors, restrooms, parking lots, and adjacent areas for purpose of enforcing rules and regulations pertaining to student attendance, behavior and conduct and prepare conduct referrals as necessary;**
- 4. Work with student discipline problems as directed by Principal;**
- 5. Maintain discipline and order on campus and at school activities as assigned;**
- 6. Analyze and respond to situations and student fights and arguments quickly and independently according to District policy;**
- 7. Communicate effectively and write concise, accurate and professional quality reports;**
- 8. Learn and apply pertinent provisions of the State Penal Code, Vehicle code and Education Code;**
- 9. Cooperate with school personnel and law enforcement agencies in prevention, control and investigation of illegal activities by persons or groups directed against District pupils, personnel or facilities according to District policy;**
- 10. Supervise after-school detention and programs;**
- 11. Supervise evening and weekend activities as assigned by Principal;**
- 12. Supervise work of designated staff members as assigned by Principal;**
- 13. Maintain inventory of assigned school equipment and supplies;**
- 14. Work irregular hours;**
- 15. Pass District-administered test of adult basic skills;**
- 16. Perform other related duties as assigned.**

**Education**

Must have a minimum of High School diploma/GED. College course work in police science highly desirable.

**Experience**

Minimum of two years experience in security. Education may be substituted for experience. Knowledge of appropriate laws, crime prevention methods, and District policies and procedures or ability to learn; principles and procedures of investigation, arrest and search and seizure; procedures of crowd control and emergency evacuation; principles and procedures of record keeping and report preparation.

**License Requirement:**

Must possess a valid California Driver's License and provide a current DMV printout.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Patrol campus buildings and grounds on foot;
2. Guard property against fire, theft, vandalism and illegal entry;
3. Insure safety of parked vehicles;
4. Inspect and check security of doors, windows and gates;
5. Turn lights on and/or off;
6. Secure chains in driveways as needed;
7. Investigate and report presence of unauthorized persons on grounds or in buildings;
8. Deal with disturbances according to District policy;
9. Observe and document details of occurrences;
10. Assist in the arrest of violators when necessary;
11. Investigate unusual or potentially dangerous conditions;
12. Report detected leaks or malfunctions of electric, plumbing, heating or other equipment;
13. Notify appropriate persons regarding impaired equipment
14. Take appropriate emergency action;
15. Submit routine reports of activities, including, but not limited to, crime, incident and accident reports;
16. Assist police officers in investigations and arrests as needed.
17. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |   |               |                  |   |               |
|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom     | = | Less than 25% | 3. Often         | = | 51 - 75 %     |
| 2. Occasional | = | 25 - 50%      | 4. Very Frequent | = | 76% and above |

- 1 a. Ability to sit for extended periods of time.

- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
  
- 3 d. Ability to hear and understand speech at normal levels.
- 3 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 2 f. Ability to bend and twist, kneel and stoop.
- 1 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 3 i. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.