

DELANO UNION SCHOOL DISTRICT
Expanded Learning Opportunity Program Campus Supervisor

Job Summary

Under the supervision of the Superintendent or designee, the Expanded Learning Opportunity Program Campus Supervisor performs ongoing tasks associated with the Expanded Learning Opportunities Program ("ELOP") at a school site. Duties include supervising play activities, maintaining discipline compliance with District and school rules, and other related duties as assigned.

Major Duties and Responsibilities

Monitor and enforce appropriate laws, crime prevention methods, understand and carry out District and site policies; assist in the principles and procedures of investigation, assist in search and seizure; assist in crowd control and emergency evacuation; maintain appropriate records and report preparation.

Qualifications

Ability to work effectively with staff, students, parents, and the public. Ability to understand and follow written and oral instructions. Must have the ability to make good decisions and work independently with minimal supervision; possess good human relation skills, integrity, courtesy, good judgment, professional appearance, and dependability. Bilingual-biliterate skills required. Bilingual is defined as earning a passing score on both the district bilingual oral and written skills test. Skill and accuracy in oral and written communications required.

Experience

Prior experience performing responsible or comparable duties in related fields is preferred.

Education

High school diploma or G.E.D. required.. A passing score on a District-administered test is required.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Monitor and/or supervise children as assigned.
2. Patrol campus buildings and grounds.
3. Model positive behavior and communication, promoting courtesy in all interactions.

4. Deal with disturbances according to District policy. Encourage appropriate conflict resolution techniques.
5. Prevent or break up student conflicts or fights.
6. Complete or assist with incident reports as necessary.
7. Encourage children to eat during nutrition and dinner.
8. Maintain a quiet and pleasant atmosphere in the lunch areas.
9. Issue approved equipment for use in activities; maintain order in games and play activities.
10. Open and close facilities for outdoor user groups. Escort and direct authorized visitors to their destination; provide general information and assistance.
11. Prevent unauthorized personnel on school grounds. Notify the principal or designee immediately of any suspicious or unsafe conditions on campus.
12. Escort students to and from administrative offices, as needed.
13. May maintain traffic control in parking areas as assigned.
14. Assist in fostering an environment that stimulates growth of desirable social, emotional and health habits.
15. Maintains accurate student data records associated with ELOP.
16. Notifies administrators and staff of issues and activities requiring attention.
17. Assists students in their needs.
18. Performs other related duties as assigned.

ESSENTIAL PHYSICAL FUNCTIONS OF THIS POSITION

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 |
- a. Ability to work at a desk, conference table or in meetings of various configurations.
 - b. Ability to stand for extended periods of time.

- 4 c. Ability to see for purposes 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.
- 1 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 1 j. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Participates in meetings, trainings, workshops, and District and school site collaborative forums.
- 2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
- 3. Prioritizes and schedules work; meets timelines and schedules.
- 4. Maintains and establishes appropriate confidentiality of materials.
- 5. 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.

Board approved: 5/12/05