

	<p style="text-align: center;">Classified Position Description</p> <p style="text-align: center;"><i>Student Supervisor</i></p>	<p>Initial Date: July 10, 1975 Board Approval: June 7, 2004 Revision Date: May 19, 2004 Personnel Commission: Range: 34</p> <p>Reports to Site Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of support functions in the monitoring of student activities and behavior on the secondary school campus and at school site bus stops, and perform general custodial functions. Employees in this classification receive general supervision within a framework of standard policies and procedures and are responsible for recruiting/training campus monitors. The Student Supervisor gives input to administration in evaluation of the campus supervision program. This job class requires knowledge of campus rules and regulations for student conduct and the ability to develop a high degree of positive contact with students and knowledge of general custodial functions.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are assigned at the secondary schools to monitor student activities on campus and at school site bus stops during regular and summer sessions where students require adult involvement and/or direction during class breaks, lunch periods, before and after school, and at school events.

REPRESENTATIVE DUTIES:

- Provides leadership and direction to the campus monitoring staff on the secondary campus and school site areas to ensure that students are obeying school rules and general safety rules.
- Monitors student conduct.
- Documents and reports severe disciplinary cases to appropriate school administrators.
- May assist in loading and unloading school busses.
- Assists administrators in general monitoring of student activities and behavior.
- Escorts students to administrative offices as directed.
- Monitors parking lots, driving and parking regulations, issuing written warnings, as directed.
- Responsible for patrolling the campus and directing tardy students to class.
- Operates a two-way radio.
- May assist with general custodial functions.
- Performs related duties similar to the above in scope and functions, as directed.

EMPLOYEE STANDARDS:

Knowledge, skills and abilities required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

- Skill in understanding student needs and using varied approaches involved in working patiently and effectively with students.
- Ability to understand and follow written and oral instructions.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties.
- Ability to demonstrate an understanding, patient, warm and receptive attitude toward students.

WORKING CONDITIONS:

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Light to moderate physical effort, standing and/or walking for extended periods of time.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS:

- Primarily outdoor school environment.
- Temperature – normal, occasional adverse weather conditions.

CONTACTS:

- Daily contact with students, teachers, school and District staff.
- Regular contact with parents.
- Occasional contact with community members.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:

- High school graduation or equivalent.
- Experience working with high school age students desirable.
- Some post-secondary education in child development or related fields is desirable.

OCCUPATIONAL CERTIFICATES/LICENSES:

- First Aid and CPR certification.
- High School Proficiency Exam Certificate.

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.