

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SUPERVISOR, COMMUNITY DAY SCHOOL

BASIC FUNCTION:

Under the direction of an assigned administrator, oversee and monitor the behavior of students in and outside the classroom in the Community Day School Program; enforce applicable sections of the Education Code, the Penal Code, the District's Student Conduct Code and individual school rules; assist in the maintenance of an orderly and safe Day School Program.

ESSENTIAL FUNCTIONS:

Assist certificated and classified employees with preventive discipline by explaining school rules to students and parents.

Establish rapport with faculty and students in order to gain their trust and confidence; inform students of acceptable school behavior.

Oversee classrooms during course periods or in absence of teacher as directed.

Monitor around the campus before and after school, providing general supervision of students outside of class and remain alert to problems likely to disrupt the educational process, be physically injurious to persons or cause damage to property.

Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.

Intercept non-students who come on campus during school hours and direct them to either report to the administrator or leave campus; notify the school administration if a non-student fails to comply, returns again after departing, or otherwise creates a problem.

Complete written reports accurately and timely.

Attend student conferences, disciplinary hearing and legal proceedings as needed.

Work with students in a group or an individual basis, assisting with specific instructional tasks as directed.

Assist the teacher in organizing and directing games and recreational activities in the classroom.

Assist District School Security Specialists and local law enforcement officers in working with students.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.
Basic interests, attitudes and emotional development of adolescents.
Basic record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Operation of a two-way radio.

ABILITY TO:

Monitor an assigned campus to maintain order and security.
Assure student compliance with school and District policies and regulations.
Tutor secondary students individually and in small groups in basic curriculum areas, including mathematics, language, reading and others.
Assist with instructional activities in a classroom.
Maintain confidentiality of student matters.
Learn, interpret, apply and explain laws, rules and regulations.
Perform duties with patience, tact and good judgment and within established guidelines.
Learn District organization, operations, policies and objectives.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Write reports.
Observe health and safety regulations.
Maintain routine records.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Maintain consistent, punctual and regular attendance.
Stand or sit for extended periods of time.
Walk or run over uneven surfaces.
Climb stairs.
See to monitor student behavior and assigned campus areas.
Hear and speak to exchange information.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and experience in working with high school age students.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Possible fights and confrontations.