



Fremont Unified School District
Classified Job Description

Campus Supervisor – Secondary

Definition

The Campus Supervisor reports to the School Administrator. Patrols school buildings, grounds and parking lots; to maintain order and prevent vandalism, fire, theft and litter; to assist in the prevention of unauthorized visitors and activities on campus; and to perform other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Employee must be able to perform duties without supervision, acting quickly, effectively and assertively in emergencies.
- Relates to and works effectively with all individuals within the culturally diverse environment of the FUSD.
- Develops and maintains constant and effective communications with staff, law enforcement and public; deals fairly and convincingly with students, faculty, staff and the general public.
- Maintains confidentiality when dealing with sensitive personal information and acts as Mandated Reporter as prescribed by Board Policy and State/Federal law.
- Can enforce district and site policies, procedures, rules and regulations regarding campus control, safety, security and appropriate student behavior, correcting improper, unsafe, unruly activities and reporting infractions to school administration.
- Directs students upon arrival and departure and enforces general traffic rules on District property.
- Checks students who are out of class or leaving campus during class time for proper authorization.
- Maintains orderly control of large crowds and enforces safety regulations at special events such as athletic events, dances, graduations or other events as assigned.
- May assist with First Aid as directed.
- Request identification from adults and students who appear to be out of place and assist them as necessary to the correct location when on legitimate school business or report/escort them off campus.
- Maintains records and files related to assignment such incident reports, referrals, parking tickets, confiscated property, lost and found property, etc.
- May assist with the supervision of students in detention or Saturday Guidance, and maintain appropriate records related to this assignment.
- Issues and maintains parking permits or parking violations to students, staff and visitors as appropriate and maintains records related to these incidents.
- Escorts students to class, administration or law enforcement office as needed.
- Relays messages to/from school office and classroom teachers, students and other personnel as assigned.
- Confiscates, according to guidelines, articles prohibited on campus.
- Enforces district guidelines for dress code.

Qualifications

Successful Experience in:

- State of California laws pertaining juveniles, specifically relating to Ed Code.
- Understand and carry out oral, written instructions, and ability to operate a two-way radio.
- Able to intercept Emergency Services; clearly direct and provide the location of the incident.
- Make accurate and concise written/verbal reports.
- Properly enforce district and site policies and procedures pertaining to student behavior and conduct in a professional manner, and ability to use techniques in controlling and motivating students.
- Diffuse potentially volatile situations calmly and with authority.
- Ability to effectively handle negativity; cope with verbal abuse in the performance of job duties.
- Participates in district in-service training as required and attend various meetings regarding safety, first aid, training, etc. as required.

- Proficient in the English language, punctuation, penmanship and grammar.
- Meet state and district standards of professional conduct as outlined in board policy.
- Basic computer skills in word processing, spreadsheet and email applications.

Ability to:

The physical requirements described here are representative of those met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Conduct a verbal conversation and hear normal range conversation.
- Sit, stand, stoop, kneel, bend and walk.
- Demonstrate manual dexterity necessary to operate equipment in a safe effective manner.
- Work in a wide range of temperatures and weather conditions.
- Climb steps, stairs, slopes, ramps.
- Carry/lift up to 30 pounds as needed.
- Operate a motor vehicle in a safe and effective manner.

Education: Equivalent to completion of twelfth (12) grade.

Experience: Two years of paid public contact work, preferably involving supervision of students or any combination of training experience that could likely provide the desired knowledge and abilities may be considered. A work history demonstrating dependability and reliability

Licenses and Certificates

Possession of a valid California driver’s license with no restrictions, which would preclude driving on the job, is a continuous requirement. Possession and maintenance of a First Aid Certificate, Cardio-Pulmonary Resuscitation (CPR), Automatic Electronic Defibrillator (AED) certification within six (6) months of hire. Must complete a District sponsored SB 1626 state required training course of 24 hours as mandated by State law within one (1) year.

Physical Demands and Work Settings

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting up to 30 pounds, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test will be required

Clearances Criminal Background Clearance

FLSA Status	Approval Date	Salary Range
Non Exempt	N: 1/94 R: 10/98 R: 11/15	56

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job. The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website:
<http://www.fremont.k12.ca.us/domain/19>.