

JOB DESCRIPTION
Grossmont Union High School District

LEAD CAMPUS SUPERVISOR

Purpose Statement:

The job of Lead Campus Supervisor is done for the purpose/s of overseeing campus security activities under the supervision of the assigned school administrator; providing for the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

This job reports to Principal or Designee

Essential Functions

- Administers first aid, medication, and specialized medical treatment as ordered by school nurse for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Analyzes information and situations regarding activities that may be in violation of school policies and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff and the public.
- Collaborates with other school and district personnel, assigned police officer, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of school site.
- Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Escorts students as may be required for the purpose of ensuring students are at appropriate campus locations.
- Investigates unusual incidents (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary to determine appropriate action, and/or provide documentation for future reference.
- Maintains a variety of information, files and records (e.g. schedules, investigations, guidelines, emergency procedures, etc.) for the purpose of ensuring the availability of information for future reference. .
- Monitors students within a variety of school environments (e.g. classrooms, rest rooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students and participants and/or security of facilities.
- Operates equipment (e.g. two-way radio, computers, photo copy machines, keypad, etc.) for the purpose of improving efficiency in the completion of jobs.
- Organizes sweep and rescue team for the purpose of ensuring appropriate actions are taken during emergency situations.
- Orients and trains new Campus Supervisors for the purpose of ensuring compliance with established supervision procedures.
- Oversees activities and assigned personnel (e.g. scheduling, CPI training, etc.) for the purpose of ensuring security functions are performed efficiently and in conformance with required safety and regulatory standards.
- Prepares a variety of documents (e.g. incident reports, in-school reports, orders, memos, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reports observations and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up action.

- Responds to a variety of situations (e.g. accidents, injuries, vandalism, fire alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Reviews security practices and/or concerns of others for the purpose of recommending providing information, taking appropriate actions and/or coordinating with other personnel to maintain campus security.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment; operating two-way radio; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; school and District policies and procedures for supervising students; health standards and hazards; methods of investigation; conflict management; and record keeping.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; being attentive to detail; establishing and maintaining effective working relationships; setting priorities; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid Driver's License with Evidence of Insurability

Continuing Educ. / Training

Completion of state provided 24 hour training course.

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 37