

Foresthill Union School District

JOB DESCRIPTION Campus Supervisor

Purpose:

Under the supervision of the Principal, the Campus Supervisor supervises students during school lunch hours, with a focus on student safety and wellness. While enforcing school and district rules and policies regarding student behavior, the Campus Supervisor models PBIS tenets, treating each individual with dignity and kindness while maintaining an environment of safety, respect and responsibility. When necessary, the Campus Supervisor refers students to the Teacher and/or Principal.

Essential Job Functions and Responsibilities:

- Monitor restrooms, grounds, gym and other buildings during lunch time for student safety
- Keeps students within available spaces
- Enforce tobacco-free and alcohol-free school policy: report infractions to the office
- Facilitates restorative justice practices, guiding students in problem solving within the context of eating, social interactions, and play.

Employment Eligibility:

Experience: Positive record of working with elementary school aged children

Knowledge, Skills, and Abilities:

- To learn and apply positive behavior interventions and supports (PBIS) and restorative justice practices
- To assess situations and make sound decisions
- To communicate effectively with students and adults
- To maintain confidentiality
- To understand what can be addressed by the Campus Supervisor and what situations should be referred to a teacher or the Principal
- Exercise sound judgment
- Hold students accountable for their words and actions in a compassionate and respectful manner

Certificates & Licenses:

- CPR/First Aid certification within 30 days of employment

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements (including but not limited to):

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time
- Facility to lift and carry up to 25 lbs. without assistance

The above lists of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Contract Days: 180 days

Salary Grade: Classified Salary Schedule, Range 1

Supervisor: Principal

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 08/08/2023