



CAMPUS SUPERVISOR ADULT SCHOOL

Revision Date: 04/14/10

BRIEF DESCRIPTION OF POSITION:

Under the direct supervision of the assigned adult school administrator, assists in campus supervision activities and enforces adult school rules and procedures necessary to maintain a safe and orderly environment for students.

STATEMENT OF TYPICAL DUTIES:

- a. Assists in campus supervision. **E**
- b. Enforces school rules and procedures. **E**
- c. Maintains a safe and orderly environment for students. **E**
- d. Patrols parking lot prior, during, and after adult school classes. **E**
- e. Assists in reporting campus safety and security problems to administrators **E**
- f. Provides supervision and maintains order in designated area(s). **E**
- g. Attends annual staff meetings as directed by the assigned administrator. **E**
- h. Performs other related tasks and assumes responsibilities as assigned. **E**
- i. Assists in unlocking and securing classrooms and parking lot(s).

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Safety procedures and practices.
- Crisis prevention/intervention skills

Ability to:

- Observe and report unsafe conditions.
- Understand and follow verbal and written directions.
- Meet schedules and time lines.
- Communicate effectively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Attend staff development training related to campus security.
- Communicate in Spanish (desirable).

EDUCATION AND EXPERIENCE:

Any combination equivalent to; sufficient training and experience to demonstrate the knowledge and abilities listed above; security experience, preferably in a school environment, is desirable.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

WORKING CONDITIONS:

Work includes indoor and outdoor environment, including various weather conditions.