

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JULY 2022**  
**RANGE: 36.5**  
**CLASSIFIED**  
**CODE: 2, 4, 7**

**CAMPUS SUPERVISOR – EAST KERN**

**DEFINITION**

Assist the administration and teaching staff in the supervision of students on school grounds, parking lots, study halls, and areas adjacent to the school to ensure proper conduct, maximum class attendance, and student/staff safety.

Assist the teacher in maintaining a cooperative and productive learning environment by following the teacher's lead in instructional strategies, behavior management, positive reinforcement, and office procedures.

This job classification exercises responsibility for enforcing school rules and regulations pertaining to student behavior, order, and conduct.

**EXAMPLES OF DUTIES**

Patrol school grounds, corridors, rest rooms, parking lots, and adjacent areas for the purpose of enforcing rules and regulations as they pertain to student attendance, behavior, and conduct;

supervise student behavior, correcting improper and unruly activities on the spot and reporting major infractions to the school administration;

intercede in and resolve student fights and arguments;

assist, as needed, in classroom management;

assist and support the teaching staff in the education process;

escort students to class or to proper administrative offices as needed;

provide small groups and one-on-one tutoring for students in the areas of reading, writing, and mathematics;

conduct parental involvement activities as directed;

operate hand radio in patrol functions;

check students in hall during class time for proper authorization;

maintain discipline and order on campus and at school activities and events as assigned;

search students, lockers, and other areas for illegal, stolen, etc. items as assigned;

direct non-students or suspended students to leave school grounds and escort parents and visitors to proper office or classroom;

write and prepare conduct referrals and reports to school administration regarding student behavior violations;

write and prepare incident reports for administrator when assigned;

perform security checks of buildings and grounds as necessary;

direct traffic to and from parking lot at lunch periods and after school, checking to ensure that vehicles are parked in proper spaces and are secured;

report signs of vandalism to proper authority;

assist in clearing building during fire alarms and drills as necessary;

supervise classrooms/student groups when necessary;

as needed, may serve as school office clerical support to greet visitors, answer phones, and process attendance and enrollment documents;

perform related duties as required.

### **QUALIFICATIONS**

#### Knowledge of:

Approved techniques and methods of youth supervision;

rules and regulations pertaining to student behavior and conduct on campus;

correct English usage, grammar, and punctuation.

#### Ability to:

Read and write at a level sufficient to perform required duties;

understand and carry out instructions;

relate well with students;

analyze situations accurately and adopt effective course(s) of action;

exercise tact, diplomacy, and good judgment in dealing with students, parents, and campus visitors;

establish and maintain effective work relationships with those contacted in the performance of required duties;

work at a desk or conference table;

stand and walk for extended periods of time;

see for the purpose of reading rules, policies and other printed matter;

hear and understand speech at normal levels;

communicate so others will be able to clearly understand a normal conversation;

bend, twist, sit, stoop, kneel, push, pull, and crawl;

lift 50 pounds.

#### Experience:

Three years of responsible experience involving a considerable amount of youth work, preferably some of which has been gained in a high school setting.

Education:

High school diploma (or GED) and two (2) years of college or, Associate's degree (AA); or passage of an approved local assessment that demonstrates the ability to assist in instructing with reading, writing or mathematics.

Conditions of employment:

Possess or secure within six months of employment a certificate for first aid and CPR issued by the American Red Cross or equivalent.

A preplacement medical assessment is a condition of appointment after all other required job conditions have been met.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: mm

6/28/2022

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