

# Pierce Joint Unified School District

## Job Description

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**JOB TITLE:**                **CAMPUS SUPERVISOR**

**SALARY SCHEDULE:** Campus Supervisor

**DEPARTMENT:**        School Site

**LOCATION:**        School

**REPORTS TO:**        Site Administrator

**BOARD APPROVED:** 4/20/2006

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**SUMMARY:** Under supervision, supervises activities on school grounds, school cross walks, in the cafeteria, and such other places as may be assigned; responsible for maintaining a safe environment for all students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides a consistent pattern of supervision on the school grounds and cross walks.
- Handles all minor behavior problems as they occur.
- Monitors the grounds, cross walk areas, and cafeteria to ensure the safety of students.
- Encourages all children to participate in organized, healthy activities.
- Advises the principal of any situation or condition that might pose a threat to the safety of students.
- Performs other duties as assigned.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); experience working with children is desirable.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to extreme cold and extreme heat.