PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 18, 2009
Revisions Approved: May 17, 2017
Salary Schedule: 20; Row: 20

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **LEAD CAMPUS SUPERVISOR**

JOB PURPOSE STATEMENT: To be responsible for the supervision of all campus supervisors and noon supervisors at the work site; to identify potential problems regarding the welfare, safety and/or security of students, personnel, visitors and/or site; to maintain safety at school site by enforcing disciplinary policies and regulations; communicate information and respond to inquiries; and provide emergency care to students.

JOB FUNCTIONS: ** Functions specific to Lead Campus Supervisors

- ** Supervises duties of campus supervisors and noon supervisors
- ** Evaluates campus security needs on a continual basis
- ** Coordinates and organizes supervision for athletic and extra-curricular events as needed
- Patrols school facilities (e.g. grounds, roads, buildings, etc.) for the purpose of providing administrative visibility within the school setting to students and the general public and maintaining security and deterring crime
- Informs students, personnel and the general public as appropriate for ensuring their understanding of laws, enforcement procedures and consequences of their actions
- Monitors school activities for the purpose of ensuring safety of students, personnel, and property
- Interacts with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within the school environment
- Investigates potential campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or pursuing further action

JOB FUNCTIONS – continued

- Apprehends individuals suspected of engaging in illegal activities for the purpose of holding for law enforcement personnel
- Responds to potential emergencies (e.g. alarm calls, bomb threats, fights, etc.) for the purpose of ensuring safety of students, personnel and property
- Prepares documentation for the purpose of providing written support and/or conveying information
- Secures buildings and other areas requiring security
- Monitors students in classroom if needed
- Administers first aid for the purpose of providing emergency care
- Participates in regular school site safety inspections
- Knows adolescent behavior and variations
- Develops effective relationships
- Intervenes in emergency or potentially critical situations
- Diffuses potentially volatile situations
- Communicates effectively with persons of varied educational and cultural backgrounds
- Documents accurately
- Follows written and oral direction
- Enforces school policies and procedures
- Knows harassment issues
- May be exposed to bodily fluids
- Performs related duties as assigned or needed

PHYSICAL ABILITIES:

- Visual ability to read handwritten/typed documents and instructions and observe accurately from a distance
- Able to conduct verbal conversation in English

PHYSICAL ABILITIES – continued

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), climb, and walk
- Able to stand and walk for sustained periods of time
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to work a wide range of weather conditions

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Completion of 24 hours of California mandated training per Education Code 38001.5 for school district security personnel prior to completion of probation
- Completion of District mandated training within one year of date of employment

Experience:

- Prior experience working with young people in an organized establishment

Licenses, Certifications, Bonding, and/or Testing:

- Standard Red Cross First Aid Certificate
- CPR - Cardiopulmonary Resuscitation Certificate
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.