



Asst 1 / Campus Supervision

Purpose Statement

The job of Asst 1 / Campus Supervision is done for the purpose/s of providing support to the instructional process under the direction of the principal with specific responsibilities for ensuring the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

This job reports to Principal

Essential Functions

- Administers first aid to students on occasion for the purpose of providing immediate emergency medical care.
- Escorts students, on occasion, for the purpose of providing direction and ensuring their welfare.
- Intervenes in potential conflicts and emergency situations for the purpose of diffusing confrontations and minimizing disruptions of campus activities and/or injury to involved parties.
- Monitors student behavior during classroom breaks (e.g. playgrounds, hallways, lunchroom, etc.) for the purpose of ensuring student compliance with school rules and established regulations, maintaining a safe and positive learning environment, and secure facility.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Reminds students of safety and security policies and enforcement procedures, parents, and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Responds to a variety of situations (e.g. accidents, injuries, suspicious activities, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.

Other Functions

- Attends in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpersonal aptitude; effective listening; and problem solving.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods.

Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; and decision making.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 90% walking, and 10% standing. The job is performed under minimal temperature variations.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

First Aid/CPR Conflict Resolution School Policies and Procedures

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

Lane 1