

JAMESTOWN SCHOOL DISTRICT

AFTER SCHOOL PROGRAM CAMPUS SUPERVISOR Job Description

DESCRIPTION

The campus supervisor position is assigned duties that support and maintain campus safety. The position requires the use good judgment in the application of District and school policies to each situation as it arises; to facilitate safe and effective student pick-up from the After School Program; to establish rapport with students and parents; and to identify and handle the presence of unauthorized individuals on the campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces District and school policies and rules
- Facilitates student pick-up and sign out from ASP program
- Discourages disruptive and potentially dangerous behavior
- Observes and controls or reports any damage to school property
- Patrols the front of school area and parking
- Controls traffic entering and leaving school parking lots
- Uses a walkie-talkie for communications to ASP staff
- Locates students on campus as needed
- Assists in the evacuation of buildings during emergencies
- Monitors and responds to presence of weapons, drugs, alcohol and other restricted substances
- Requests unauthorized persons to leave campus grounds
- Completes simple reports
- Makes reports of job activities, as assigned
- Contacts law enforcement authorities in accordance with established guidelines
- Other related duties as assigned

GENERAL QUALIFICATIONS

Knowledge of:

- Conflict resolution strategies
- Rules and regulations of the school and District
- Appropriate safety precautions and procedures
- Basic record keeping

Ability to:

- Learn and apply District and school policies
- Speak clearly and distinctly
- Maintain calm demeanor in disruptive situations
- Use a simple hand-held radio/transmitter
- React appropriately in situations involving conflict
- Identify and handle the presence of unauthorized individuals on the campus
- Understand and carry out oral and written instructions
- Establish and maintain working relationships with students, staff, and supervisory employees
- Perform duties with awareness of all District requirements and Board policies

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position or basic law enforcement experience.

PHYSICAL DEMANDS AND CONDITIONS

Physical Demands:

- Work which involves lifting, pushing or pulling of objects with weigh 50 pounds; may occasionally lift/push/pull in excess of 100 pounds with assistance
- Mobility to stand, stoop, reach, bend, clinch and crawl
- On foot patrol for extended periods of time
- Work outside in all elements and weather conditions
- Vision (*which may be corrected*) to read small print
- Requires good color perception

Other Conditions:

- May be required to work in inclement weather without effective protection from sun, cold, snow and rain
- Consistent and regular attendance is essential

WORKING CONDITIONS

- Weather: Exposure to hot, cold, wet, snowy, humid or windy conditions
- Heat: Exposure to non-weather hot temperatures
- Noise: Exposure to constant or intermittent sounds of a pitch and level sufficient to cause marked distraction. Rating 3-4

PHYSICAL ACTIVITIES REQUIRED										
Standin g	Sittin g	Walkin g	Bendin g	Stoopin g	Climbin g	Kneelin g	Pushin g	Twistin g	Reachin g	Crawlin g

D/F	D/F	D/F	D/F	D/F	D/O	D/F	D/F	D/F	D/F	W/F
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LIFTING					
	Size of Object	To and From Ground Level	To and From Waist Level	To and From Chest Level	To and From Shoulder Level and Above
#0-10		D/F	D/O	W/O	W/O
#11-20		D/F	D/F	W/O	W/O
#21-50		D/O	D/O	W/O	W/O
#51-100		W/O	W/O	O/R	O/N
#100-125		O/R	O/R	O/R	O/R

CARRYING				
	Distance Carried	Frequency Carried	Method	Height Object
#0-10	200'	D/F	Hand held	Waist level
#11-20	200'	D/F	Hand held	Waist level
#21-50	100'	D/F	Hand held	Waist level
#50-100	200'	W/O	Cart	-
#100-125	4'	O/R	On and off cart	-

Key:

Frequency		Percentage of Frequency	
D	Daily	N	Not performed at all
W	Once a week	R	Rarely
M	Once a month	O	Occasionally
O	Other	F	Frequently
		C	Continuously

Hazards: Exposure to bodily fluids, bloodborne pathogens and infectious diseases.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Board Approval November 8, 2023