



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

- POSITION TITLE:** Campus Supervisor
- F.L.S.A.:** Non-Exempt
- QUALIFICATIONS:** Training and experience in public safety and education. Background of working with children, servicing the public, and responding to emergency situations. Must be team oriented and have good interpersonal skills; neat in appearance; dependable; ability to lift 70 lbs. to shoulder height occasionally; ability to climb stairs on a regular basis. Must secure and maintain current CPR and AED certification. Must have and maintain a current Substitute Teacher or Teacher certificate through the Missouri Department of Elementary and Secondary Education.
- REPORTS TO:** Senior High School Assistant Principal
- TERMS OF EMPLOYMENT:** Student contact days plus additional days as approved. Employee benefits as outlined in the Classified Agreement.
- PERFORMANCE RESPONSIBILITIES:**
1. Maintain a safe and orderly environment while supervising students' travel with the building and reporting concerns to administration.
 2. Monitor external walkway, parking lots, lobbies, entryways, internal hallways, and lunchrooms.
 3. Staff the entrance desk and supervise parking lot throughout the school day.
 4. Make referrals involving student misconduct or duress to the assistant principal, counseling staff, peer mediation, and care team as appropriate.
 5. Respond to problems in the classroom as requested by teachers.

Campus Supervisor (continued)

6. Respond immediately to reports of drugs and weapons in the school.
7. Resolve student conflicts and/or fights in a safe and professional manner.
8. Communicate and enforce school policy and procedures in accordance to Park Hill School District Policy, local and federal laws.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Facilitate an inviting and supportive environment for students.
2. Attend training as required by administration.
3. Submit reports as requested.
4. Greet visitors and direct them to the appropriate person(s) according to their needs.
5. Operate office equipment such as fax machines, copiers, and phone systems, and use computers for email communication, spreadsheet, word processing, and other applications.
6. Perform other duties as may be assigned.