

**Oroville Elementary School District  
Job Description**

**JOB TITLE: CAMPUS SUPERVISOR**

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|---------------|--------------------|-----------|--------------------|
| SALARY LEVEL: | 20                 | DIVISION: | Classified         |
| DEPARTMENT:   | School Site        | LOCATION: | School Site        |
| REPORTS TO:   | Site Administrator |           |                    |
|               |                    | DATE:     | February 8, 1995   |
|               |                    | REVISED:  | October 22, 1997   |
| APPROVED BY:  | Board of Trustees  | REVISED:  | April 15, 1998     |
|               |                    | REVISED:  | February 3, 2016   |
|               |                    | REVISED:  | September 26, 2018 |
|               |                    | REVISED:  | November 20, 2019  |

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**SUMMARY:** The primary responsibility of Campus Supervisors is maintaining a safe playground and cafeteria for all students. Campus Supervisors are expected to model appropriate behavior and to enforce the basic school rules when on duty.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provides a consistent pattern of supervision on the school grounds.

Handles all minor behavior problems as they occur.

Monitors the grounds to insure the safety of students.

Encourages all children to participate in organized, healthy activities.

Advises the site administrator or designee of any situation or condition that might pose a threat to the safety of students.

Assists with light campus clean-up

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

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correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out simple instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

First Aid and CPR Certificate must be acquired during the employee's first six months of service.

**OTHER SKILLS AND ABILITIES:** Ability to listen to children in a friendly and accepting manner. Ability to supervise large groups of students. Ability to recognize potential threats to the safety and well-being of students. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

**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 must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 10 pounds.

**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.

The noise level in the work environment is usually moderate to loud.