

Gilroy Unified School District  
7810 Arroyo Circle  
Gilroy, CA 95020

Classified Vacancy Posting

**Job Title:** Campus Supervisor

**Positions Available:** 1

**Location:** Gilroy High School

**Start Date:** November 2023

**Administrative Supervisor:** Principal and/or Designee

**Bargaining Unit:** CSEA, Chapter #69

**Work Year:** 10 months (traditional school schedule, August- June

**Work Hours:** 8 hours per day 8:00 am – 4:30pm

*Note: Daily schedule subject to change to meet program needs*

**Salary Range 15:** \$18.68-\$23.79 per hour

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$18.68	\$19.59	\$20.60	\$21.58	\$22.73	\$23.79

**Employment Requirements:** Ability to obtain a fingerprint clearance from the Department of Justice and FBI through a fingerprint process authorized by Gilroy Unified School District (applicant would be responsible for the one-time fingerprint clearance fees of \$71.00). Provide result of current TB skin test.

**To Apply:** Applicants must apply on EdJoin ([www.edjoin.org](http://www.edjoin.org)) with completed application and attach the following documents: resume, references and **current DMV printout**. Incomplete applications or applications not submitted on EdJoin will not be considered.

**Deadline to Apply:** Wednesday, November 1, 2023

**Job Description – Campus Supervisor- Comprehensive High School**

**Basic Functions:** To assist in the supervision of students on school grounds, parking lot, and areas adjacent to the school, to ensure proper conduct and maximum class attendance. Employees in this classification receive general supervision from a school site administrator within a well-defined framework of policies and procedures. This job class exercises responsibility for enforcing School/District rules and regulations pertaining to student behavior, order and conduct.

### **Typical Duties:**

- Patrols school grounds, corridors, restrooms, P.E. locker rooms, parking lots and adjacent areas for the purpose of enforcing school district rules and regulations as they pertain to student attendance, behavior and conduct
- Patrols school perimeter, buildings, parking lot and grounds to prevent vandalism and theft and make reports which includes written follow-up to Principal and/or Assistant Principal
- Supervises student behavior, correcting improper and unruly activities on the post and reporting major infractions to the school administration. Prepare necessary follow-up paper work for documentation and actions taken as designated by procedures
- Intercedes in and resolves student disagreements
- Escorts students to class or to proper administrative office as needed
- Checks student out of class or leaving campus for proper authorization
- Maintains discipline and order on campus and at school activities and events as assigned but not limited to Monday through Friday activities
- Directs non-students or suspended students to leave school grounds and escorts parents and visitors to proper office or classroom
- Supervises students in and around eating areas during brunch and lunch periods
- Writes and prepares conduct referrals and reports to counselors and others regarding student behavior violations
- Performs security checks of buildings and grounds as necessary
- Directs traffic to and from parking lot at lunch periods and after school, checking to ensure that vehicles are parked in proper spaces and are secured
- Reports signs of vandalism to proper authority
- Maintains records and files related to assigned functions such as student discipline cards and detention notices
- Assists school office personnel such as counselors, attendance clerk, nurse and secretary as assigned
- Transports students home as needed and delivers suspension notification as instructed
- Maintains equipment in proper working order, referring major repairs to appropriate source
- Assists in computer input to maintain/update discipline records as required
- Maintains and assists in keeping campus clear and free of trash on school grounds
- Supervises students as instructed in all classes as needed, which can include On Campus Suspension and work detail
- Intervenes in situations likely to result in student disruption or injury and direct students to refrain from such conduct, and reports every incident with follow-up in writing to the Principal and/or Assistant Principal
- Enforces established parking regulations on high school premises
- Assists school administration in monitoring and maintaining an orderly and safe campus that includes before and after school
- Assists school administration in organizing activities for students during lunch
- Performs related duties consistent with job description
- Will be required to assist in student supervision during detention and Saturday School

### **Employment Standards:**

- Possession of a valid California Driver's License
- Knowledge of approved techniques and methods of youth supervision
- Knowledge of correct English usage, grammar and punctuation
- Ability to read and write at a level sufficient to perform required duties

- Ability to learn District rules and regulations pertaining to student behavior and conduct on campus
- Ability to understand and carry out instructions
- Ability to relate well with students
- Ability to analyze situation accurately and adopt effective course(s) of action
- Ability to exercise tact, diplomacy and good judgment in dealing with students
- Ability to meet the physical requirements of the job
- Ability to learn to operate standard office machines and other equipment required in the performance of assigned duties
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to use basic computer functions for input of discipline actions

STATEMENT OF NON-DISCRIMINATION: The District does not discriminate against any persons on the basis of gender race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability.