

LIBERTY UNION HIGH SCHOOL DISTRICT
CAMPUS SUPERVISOR - COMMUNITY EDUCATION CENTER

DEFINITION

Under the direction of the Community Education Center Director and designated site administrators at alternative education sites, performs a variety of student support duties focusing on the security and operational needs of Independence High School, La Paloma High School, and Adult Education.

EXAMPLES OF DUTIES

Performs a variety of security-related functions including, but not limited to the following: provide security services at Independence High School and Gateway, provide security services for the evening Adult School program, assist in campus supervision at La Paloma High School, be available to assist the SARB Board with communications, make home visits to retrieve textbooks or verify addresses, make contact with community members who report truant or misbehaving students, work with city and county law enforcement agencies to maintain a safe and orderly learning environment, assist other district campus supervisors in emergency situations, and other related duties as assigned, NOT to include the transportation of students unless specifically directed to do so.

QUALIFICATIONS

Knowledge of:

- Techniques and methods of interacting with individuals and groups;
- Non-violent crisis intervention and resolution techniques;
- Liberty Union High School District policies, rules, and regulations;
- Special needs and characteristics of youth placed in an alternative education environment;
- Effective communication skills both oral and written.

Ability to:

- Analyze situations accurately and adopt an appropriate and effective course of action;
- Read and write English at the level required for producing reports;
- Prepare and maintain accurate records, files, and other necessary documentation;
- Perform the physical tasks related to a security position;
- Maintain cooperative relationships with parents, students, staff, public agencies and local businesses;
- Work in evening hours and feel comfortable in darkened campus surroundings.

Experience:

Any combination of school, military, or corporate training and experience that is relevant to working in such a people-oriented, crisis-intervention job.

Education:

- High school diploma or equivalent;
- College coursework or equivalent training in psychology, guidance, or some closely related field.

License Requirements:

- A valid California Driver's License;
- Complete CPR and First Aid training.