

LIBERTY UNION HIGH SCHOOL DISTRICT
CAMPUS SUPERVISOR - COMMUNITY EDUCATION CENTER

DEFINITION

Under the guidance of the Director of Community Education and/or designated Community Education Center (CEC) site administrator, performs a variety of student support duties focusing on the safety and welfare of students, staff and the security and operational needs of the CEC schools and programs.

EXAMPLES OF DUTIES

Performs a variety of safety-related functions including, but not limited to the following: provide general campus supervision of students and activities at the CEC, it's schools and programs (Independence High School, Liberty Adult Education, Gateway), summer school and other district schools when needed, be available to assist the SARB Board with communications, make home visits to verify addresses, retrieve district issued textbooks and/or devices or make contact with community members who report truant or misbehaving students, work with law enforcement agencies to maintain a safe and orderly learning environment, communicate clearly and positively with all, and other related duties as assigned.

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 students in an alternative education environment;
- Maintain confidentiality on and off campus especially around students;
- Effective communication skills both oral and written.

Ability to:

- Assume responsibility for supervising students;
- Analyze situations accurately, use good judgement 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, including the ability to assist/move non ambulatory/disabled students in the event of an emergency/evacuation.
- Maintain cooperative relationships with entire school community;
- 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; Working with students preferred.

Education:

High school diploma or equivalent;

License Requirements:

- A valid California Driver's License;
- Complete CPR and First Aid training;
- Crisis Prevention Institute (CPI) training preferred.