



JOB DESCRIPTION

TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Campus Safety Supervisor

Approved 6/9/26

DEFINITION

Under the direct supervision of the site principal, or designee, patrol and supervise assigned school campus areas to ensure a safe and orderly environment on the school campus; to maintain traffic control on campus and to assist in the enforcement of school rules.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Patrol and supervise assigned school campus areas, including hallways, classrooms, campus perimeter, restrooms, parking lots, and eating areas before, during and after school to enforce school rules and traffic control with regard to safety and student behavior. *E*
- Monitors student conduct in attempts to prevent vandalism, theft and other illegal activities. *E*
- Determine why students are out of class and the nature of their activities and direct or escort them as necessary. *E*
- Monitor and greet visitors on the campus to ensure that they are properly authorized. *E*
- Respond to rule infractions; report serious violations of school rules to school administrators. *E*
- Report suspicious or unauthorized activities and/or vehicles to school administrators. *E*
- Responds to discipline requests for assistance in the classroom. *E*
- Assists in incidents involving students having altercations by safely intervening to de-escalate situations and, when necessary, separating students to prevent further conflict and ensure campus safety. *E*
- Check for and report actual and potential safety hazards to appropriate administrators. *E*
- Assist in safety searches of campus related to explosives, drugs, and other threats. *E*
- Administer first aide and CPR as necessary. *E*
- Intervene and assist in situations likely to result in disruption or injury and direct students to refrain from such conduct. *E*
- Keep well informed of laws relating to minors. *E*
- Use the school's radio to maintain contact with school officials. *E*
- Monitor the student, faculty and visitor parking lots to ensure proper parking requirements and maintain an awareness of vehicles arriving to and leaving the campus. *E*
- Assist in maintaining traffic control on school property. *E*
- Assist in supervising the loading and unloading of school buses, ensuring safe and orderly conduct is observed. *E*
- May assist with monitoring students serving in-school suspension and after school detention; including supervising students assigned to campus clean-up. *E*
- Observe and report hazards or activities which might endanger students or personnel. *E*
- May supervise at school events as directed by principal or designee. *E*
- May deliver messages, passes, books and paperwork to teachers and students as necessary. *E*
- Maintain records and files as necessary. *E*
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

- Minimum of two (2) years of experience in security/surveillance, as well as, specialized training in security, safety and behavior intervention
- Experience working with at-risk youth in an organized setting is preferred.

Licenses and Other Requirements

- Possession of a valid driver's license
- Successful completion of California State-required school security guard training.
- Successful completion of CPI Nonviolent Intervention Training.
- Certification in First Aid, AED and CPR, or equivalent is required.
- DOJ and FBI Fingerprint clearance.
- TB Test documentation within the last four years.
- Annual State and Local Mandated Training

KNOWLEDGE AND ABILITIES

Knowledge of

- Basic techniques to motivate students and manage student behavior.
- Proper student management techniques and District discipline policies for high school-age students.
- Traffic control techniques and strategies.
- Techniques used in public relations.
- Behaviors of students with substance abuse problems.
- District and site policies, procedures and regulation regarding student behavior and safety.
- Sufficient math and writing skills to record and prepare incident reports.
- Basic first aid procedures.
- Record keeping and report preparation techniques.
- Health and safety regulations.
- Oral and written communication skills.

Skills & Abilities to:

1. Perform the essential duties of the position effectively and efficiently with minimal supervision.
2. Learn basic techniques of crisis intervention, crowd control, traffic control and conflict resolution.
3. Assess situations, interpret student behavior and apply appropriate measures to enforce school regulations.
4. Recognize the limitations of the authority granted to this position and to distinguish between minor and major offenses and to refer students to the site administration as appropriate.
5. Interpersonal skills using tact, patience and courtesy.
6. Diffuse situations calmly and with authority.
7. Analyze situations quickly and objectively and take effective action.
8. Use appropriate defense measures to protect yourself or others in adverse situations.
9. Maintain two-way radio communication with site administrators.
10. Work with students from diverse cultures and backgrounds.
11. Establish and maintain cooperative and effective working relationships with staff, students and community members.
12. Communicate effectively, both orally and in writing, with students, staff, parents, and the general public.
13. Maintain complex records and prepare clear, concise reports.
14. Complete state-required school security training (E.C. 38001.5)
15. Perform CPR and First Aid

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing temperatures exceeding 90 degrees at times.
- Direct contact with the public, students, and other District staff.
- May be exposed to heights, loud noises, dust, and other odors.
- Some assignments may require use of restraint procedures due to the nature and severity of the disabilities and/or assaultive or self abusive tendencies of pupils.

Physical Demands

- Sitting, standing, and walking for extended periods of time.
- Ascend and descend steps.
- Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching an incident on a timely basis.
- Reaching, lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Squatting, turning, twisting, bending and stooping.
- Bending, crouching and kneeling
- Continuous use of hands, fingers, and wrists repetitively.
- Using both hands and legs simultaneously.
- Repeated stooping, bending, and kneeling.
- Occasional pushing, pulling, and maintaining balance.
- Reaching overhead.
- Rapid mental/muscular coordination.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances to see small details to observe campus activity.
- Read reports and written instructions.
- Hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

Hazards

- Possible contact with blood borne pathogens and/or bodily fluids.

SALARY

\$18.36 - \$27.55 (2025-26 Salary Schedule)
Pay Range 1

185 Workdays