

MEMORANDUM OF UNDERSTANDING
between the
TUSTIN UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TUSTIN CHAPTER #450
REGARDING
CAMPUS SUPERVISORS

The Tustin Unified School District and California School Employees Association and its Tustin Chapter #450, have come to agreement on:

Campus Supervisor

- A revised job description (attached).
- Increase the current pay range from Range 15 to Range 24 on the classified salary schedule.



For CSEA

07/11/2018

Date



For Tustin Unified School District

7/11/18

Date



CSEA Labor Relations Representative

07/11/18

Date

TUSTIN UNIFIED SCHOOL DISTRICT

CAMPUS SUPERVISOR

~~Range 15~~

Range 24

DEFINITION:

Under the supervision of the site administrator, the Campus Supervisor patrols school campus and immediately adjacent areas for the purpose of assisting in monitoring the following: Student release policy, plant security and student detention. The person holding this position must also encourage appropriate behavior and safety as well as perform related work as required.

ESSENTIAL DUTIES:

- Supervises, patrols and monitors the campus, restrooms and parking areas.
- Maintains order, security and control of the campus and parking areas.
- Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
- Enforces school rules and regulations regarding student behavior and reports infractions to the appropriate administrator.
- Uses good judgment regarding appropriate action to assist an injured or physically ill student.
- **Intervenes and initiates** disciplinary action against students when necessary, according to specific District rules and policies or specific instructions of the site administrator.
- Verifies student passes ~~for excused absences.~~
- Monitors the perimeter of the campus to encourage students' consideration of private property near the campus and to discourage non-students from loitering or entering the campus.
- Encourages a clean campus environment and discourages vandalism.
- Maintains a professional relationship with students, and staff, **and community.**
- Distributes messages and referrals for special instruction.
- May supervise detention hall and center for special instruction
- ~~Assist with bus loading and unloading of students.~~
- Perform related tasks as required.

For the District: _____

For the CSEA: _____

Date: _____

Date: _____

TUSTIN UNIFIED SCHOOL DISTRICT
Campus Supervisor
Range 15 24

QUALIFICATIONS:

Knowledge of:

- Safety rules and regulations.
- Adolescent behavior.
- Behavior shaping and modification strategies and techniques.
- Rules and regulations concerning campus control, security and appropriate student behavior.
- Safe control and monitoring methods and procedures.
- Health regulations and safe working methods and procedures.

Knowledge of (con't.):

- Proper lifting techniques.
- District policies, rules and regulations.

Ability to:

- Communicate effectively with students, and the public, staff, and the community.
- Identify campus violations, improper behavior.
- Act quickly with ~~mature~~ good judgment.
- Communicate effectively orally and in writing.
- Observe health and safety regulations.
- Work cooperatively with others.
- Understand and follow oral and written instructions.

Education/Training/ Required Certification:

- High school graduate or equivalent.
- Valid California drivers license.
- One year of experience working with youths in an organized setting desirable.
- Valid CPR/AED/ First Aid certificate

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 the job, the employee is regularly required to talk and/or hear. The employee frequently is required to walk; use hand to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to stand, sit, taste and/or smell.~~


Date: 7/11/18

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TUSTIN UNIFIED SCHOOL DISTRICT
Campus Supervisor
Range 15 24

The employee may regularly lift and/or move up to 50 pounds. This type of work may involve carrying, lifting, pushing or pulling moderately heavy objects, ascending and descending ladders, stairs, and ramps, and will involve walking or standing for extended periods. Working conditions may include regular exposure to fumes, dust, odors, cleaning agents and chemicals. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may also occasionally be experienced. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental 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.

Physical Demands: While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and/or hear. The employee frequently is required to walk, climb stairs, or sit. The employee is regularly required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; occasionally required to work in conflict situations.

The employee may occasionally lift and or move up to 50 pounds. Work conditions may include exposure to fumes, dust, odors, cleaning agents and chemicals. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Mental Demands: While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with students, staff, parents, community; occasionally required to work in conflict situations.

WORK ENVIRONMENT

The employee typically works in a school setting where the noise level is usually moderately loud to quiet, depending upon the setting, and is exposed to outdoor weather conditions. The employee engages in frequent contact with students, staff and the community.

For the District: _____

For the CSEA: _____

Date: _____

Date: _____