

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS MANAGER

WORK YEAR: 230 Days

VACATION: 27 Days

SALARY: Range 17

BASIC FUNCTION:

Under supervision of either the principal or assistant principal, direct campus security, provide managerial support for late afternoon classes, provide direct guidance for students as necessary, handle student behavioral referrals, work with attendance problems.

REPRESENTATIVE DUTIES:

Plan and supervise campus security.

Support and protect L.A.C. program.

Maintain liaison between school and Riverside Police Department.

Handle student behavioral counseling in an efficient and practical manner.

Handle student disciplinary referrals from classroom or campus.

Assist with attendance problems.

Make home calls as directed.

Promote inter-cultural activities as directed.

Other related functions may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School procedures relating to attendance, discipline, security, and counseling.

ABILITY TO:

Communicate effectively both orally and in writing.

Interact positively with staff, students, parents, agencies, and the community.

Establish and maintain harmonious working relationships.

EDUCATION AND EXPERIENCE:

Equivalent to completion of two years of college.

WORKING CONDITIONS:

ENVIRONMENT:

Office, site and community environment.

PHYSICAL ABILITIES:

Seeing and walking to monitor campus activities to provide for assessment and services.

Hearing and speaking to exchange information and make presentations.

HAZARDS:

Contact with dissatisfied or abusive individuals.