

Campus Supervisor (School Year)

Revere Public School District

Revere High School - Revere, Massachusetts [Open in Google Maps](#)

Apply for this job!

Job Details

Job ID: 4916575

Application Deadline: Posted until filled

Posted: Jan 17, 2025

Starting Date: Immediately

Job Description

Campus Supervisors play a critical role in maintaining a safe, welcoming, and secure building and is responsible for facilitating respectful communication in a diverse multicultural, multiethnic and multilingual environment. Job Responsibilities are broken into the following three categories: (1) Campus Supervision & Perimeter Security; (2) Translation, Interpretation* and Caregiver Engagement Support; and (3) Student Support and Mentoring.

REPORTS TO

Building Principal, however daily supervision will be provided by the Deputy Principal and Assistant Principal to whom the Campus Supervisor is assigned.

DUTIES include but are not limited to the following. Additions and modifications to these representative duties and responsibilities are under the purview of the Superintendent of Schools and the School principal.

Campus Supervision and Perimeter Security

- Greet visitors and facilitate appropriate connections to school staff, ensuring proper identification and sign in prior to admission to secured areas.
- Enforce school policies with all visitors and members of the school community.
- Monitor common areas, including hallways and stairwells during class sessions and transitions, and building entrances.
- Collaborate with other Campus Supervisors assigned to one's zone in the building to regularly circulate the space, engage with students and ensure students are in their classes.
- Oversee cafeteria, Learning Commons and other activities to ensure orderly conduct, resolution of problems, emergencies, etc.
- Provide interpreting and translation services for the main office, at meetings and in conferences, including conversations among school staff, caregivers and others.*
- Implement systems that supervise student access to restrooms, including maintaining an accountable presence at the threshold of the student restrooms in the zone to which the Campus Supervisor is assigned.

- Assist with other tasks as assigned by the principal to facilitate the daily operation and supervision of the building.
- Use PowerSchool and other technology platforms the school employs, including security cameras, to support school climate initiatives.

Translation, Interpretation* and Caregiver Engagement Support

- Translate written correspondence for families and caregivers whose primary language is not English.*
- Assist in the Principal and Assistant Principal's offices making caregiver phone calls, supervising attendance and completing other tasks as needed.
- Support RHS Faculty and Administrators to engage families, caregivers and community members who speak languages other than English* including phone-calls, in-person meetings and other forms of communication.

Student Mentoring and Support

- Collaborate with the Student Support Team to closely monitor the attendance and engagement of a small caseload of students (10-15) assigned by the Assistant Principal. Students on this caseload will change over the course of the school year, as will the kinds of ways the Campus Supervisor will be asked to engage with students on the caseload. Tasks will be determined by the Assistant Principal.
- Conduct weekly follow-up on student attendance including absenteeism, tardiness, and truancy for students on assigned caseload.
- Coordinate as appropriate with the RPS Truancy Officer.
- Work directly with guardians and Family Liaisons to identify and assist with student needs
- Participate in school-based Attendance Team meetings and Student Support Team meetings
- Work with teachers, counselors, social workers and administrators on identifying and assisting with identified student needs.
- Support the Restorative Practices Interventionist to engage in restorative work with students when interpretation/translation is needed. *

General

- Collaborate with other Campus Supervisors and Colleagues to maintain a safe, welcoming, and secure building.
- Support the Principal and designee(s) in fulfilling any and all other departmental responsibilities as requested.

SCHEDULE & COLLECTIVE BARGAINING UNIT

This is an employment-at-will position, not subject to collective bargaining. Current schedule is 8 working hours per day for 185.5 school days determined by the school calendar announced before the start of each new school year. Available shifts begin at 6:30 a.m. and end at 4:00 p.m and will include ½ hour unpaid lunch.

QUALIFICATIONS

- High School Diploma, GED or equivalent.
- Commitment to helping students succeed.
- Strong public engagement skills.
- Excellent communication and interpersonal skills.
- Knowledge of Google Suite, MS Word and Excel.
- Ability to enforce rules and regulations.
- Strong work ethic and reliable attendance.
- Ability to navigate stairs and walk/stand for extended periods throughout the day.
- Knowledge of school, district, and state discipline policies and laws.
- Knowledge of school, district, and state student privacy policies and laws.
- Ability to effectively de-escalate contentious situations.

- Fluency in English and a second Language with the ability to interpret the spoken and translate the written languages.*
- Second Language must be Spanish, Portuguese and/or Arabic language skills.*

*Please note, a limited number of positions may be awarded to individuals with demonstrated student engagement and security talent who are not bi-lingual, thus waiving this requirement and re-balancing job duties.

Preferred candidates will

- Hold an Associate's Degree or higher.
- Be certified in translation and/or interpretation.
- Have Experience in Powerschool.

Position Type: Full-time

Positions Available: 1

Salary: \$23 Per Hour

Job Categories:

Student Services > Translator

Support Staff > Safety/Security

Welcome to Revere High School

Revere Public Schools is located adjacent to and just North of Boston, MA on the Atlantic Ocean. The district is comprised of eleven schools; six elementary, 3 middle, one high school, and one alternative middle and high school. We serve over 7,000 students of which 62% receive free/reduced lunch, and 42% return from school to homes where English is not the primary spoken language. As urban educators, the district is proud of its accomplishments; testing in many areas in MCAS above State Average. In addition, the district has been recognized as a 2003 Vanguard District by Mass Insight Education, a 2006 finalist by the National Center for Urban School Transformation by San Diego State University, 2006 academic outperformer by Standards and Poor, and most recently, Revere High School was one of thirty five MA schools to be named a Compass School by the MA DOE, and one of our elementary schools, the A.C. Whelan School was nominated by the Massachusetts Department of Education to the US Department of Education for recognition as a Blue Ribbon School. Please visit us at www.reverek12.org.

Equal Opportunity Employer

Revere Public School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, sex, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Satisfactory State and Federal background checks.
- High School/Trade School degree preferred.
- Citizenship, residency or work visa required

Contact Information

Afton Dean, Assistant Principal
101 School Street
Revere, Massachusetts 02151
Phone: 781-286-8222
Fax: 781-286-8378
Email: adean@reverek12.org

Map

The content you submit, offer, contribute, attach, post, or display (each a "Submission") will viewed by other users of the service who may or may not be accurately representing who they are or who they represent. Do not include any sensitive data in your submissions. Any submission or any use or reliance on any content or materials posted via the service or obtained by you through the use of the service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.