



Public Charter High School for all students  
Santa Ana, CA  
[www.SamueliAcademy.org](http://www.SamueliAcademy.org)  
(714) 619-0245

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## ANNOUNCEMENT OF POSITION VACANCY

February 28, 2019

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### CAMPUS SUPERVISOR

Non-Exempt / Classified / Part Time / 10 months

APPLICATION DEADLINE: **Until position is filled.**

ANTICIPATED START DATE: **March, 2019**

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#### OVERVIEW

Samueli Academy's Campus Supervisor is responsible for promoting positive behavior and protecting the welfare of all students, staff, and facilities.

#### BASIC FUNCTION

- Constant monitoring of the entire campus (primarily on foot)
- Address all student related issues
- Build positive relationships with students while maintaining their respect at all times
- Monitor and secure campus facilities
- Assist the Student Development Coordinator (and other staff) with any and all student/facility/safety related issues
- Other duties as assigned

#### SALARY

\$16.00 / hour

#### MINIMUM QUALIFICATIONS

- Self-motivator with strong communication skills, particularly in dealing with high school students;
- High School Diploma or GED equivalent;
- Previous experience in working with teenagers is preferred;
- Bi-lingual proficiency in Spanish preferred;

- Knowledge of high school site operations preferred

#### **APPLICATION PROCESS**

**To be considered for this position, the candidate must submit:**

- ▲ A completed online (EDJoin.org) application including:
  - A cover letter addressing specific competencies for the position
  - A resume which clearly describes education and employment background, including dates of employment at each organization, and compensation history
  - Three references (letters or personal contact number accepted)

Apply via EDJoin here:

<http://www.edjoin.org/searchResults.aspx?countyID=30&districtID=4830>

Successful completion of a background check and drug test will be required upon employment. For more information, please visit <http://SamueliAcademy.org> and click on “employment.”

**EQUAL OPPORTUNITY EMPLOYER**