

**Hinsdale High School District 86**  
**JOB DESCRIPTION**

**Job Title:** Student Supervisor

**Calendar Work Days:** 10 or 12 months

**Supervisor:** Dean of Students

**Status:** Nonexempt - HTHSSSA

**POSITION SUMMARY**

Responsible for supervising students on school grounds (inside and outside) and to maintain a safe and healthy environment during the day and at school events.

**QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:**

- High school diploma or equivalent
- Basic technology skills to assist students required
- Good verbal communication skills required
- Ability to organize information and problem solve complex situations
- Strong interpersonal skills
- Experience with high school students preferred
- Presents a professional image and interacts professionally with faculty, staff, students and community

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor.

- General and direct supervision of students on school grounds including hallways, classrooms, cafeterias, study halls, and outside areas.
- Implement effective student behavior management strategies
- Greeting and screening of visitors to campus (12 month position)
- Assist Dean's office attendance and other support activities
- Interact closely with all faculty, staff, students and the community
- General crowd control at school events
- Enforce the safety protocol of the school building and ground
- Serves as a professional role model for students
- Additional duties and responsibilities as assigned

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to use a computer. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. The employee needs to be able to use a loud voice for general crowd control purposes. Specific vision abilities required by this job include close vision, such as to read screens, type, or hand written material. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**Notice of Nondiscrimination:**

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

**NON-DISCRIMINATION COORDINATOR**

Cheryl Moore

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit [https://ocrcas.ed.gov/contact-ocr?field\\_state\\_value=652](https://ocrcas.ed.gov/contact-ocr?field_state_value=652) for the address and phone number of the office that serves your area, or call 1-800-421-3481