

POSITION DESCRIPTION

Student Supervisory Specialist

Revision Date: 06/15/23

Reports to:	Principal
Supervises:	
General Description of Duties (Knowledge, Skills and Abilities):	
Ability to work with, guide and build relationships with students. Monitor for inappropriate behavior and prevent the behavior from continuing. Report inappropriate behaviors to the Principal, Assistant Principal or SRO as appropriate. Ability to follow oral or written directions from the supervisor, and to coordinate with the Principal, Assistant Principal, or SRO as appropriate.	
Salary Level	
Level 3 or 4 (dependent on education/experience)	
Term	
10 Month	
Fair Labor Standards Act Status	
Non-Exempt	
Qualifications/Experience	
<u>Minimum Qualifications include but are not limited to the following criteria:</u>	
1. High School Diploma or Equivalent 2. Must possess a knowledge and understanding of bullying prevention, interventions, mental health services, and referral resources. 3. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and outside agencies. 4. Must have reliable means of transportation and a valid driver's license. 5. Must be a positive role model to staff, youth, families and community. 6. Must have good written and oral communication skills and good organizational skills. 7. Must maintain school, coworker, and student confidentiality and abide by the Data Privacy Act and the Health Information Portability and Accountability Act.	
<u>Preferred Qualifications:</u>	
1. Must possess experience that would provide the noted knowledge, skills, and abilities for working with children and dealing with behaviors. 2. Experience working with children and dealing with behaviors. 3. Two years previous experience in security, law enforcement or child/student care/safety required. Must be available for any shift as needed.	
Major Functions	
1) Function: Monitor Students	
• Provides for the safety and security of students, staff, and visitors at Cherokee Central Schools property in accordance with Cherokee Central Schools policies to provide an educational climate which is conducive to learning. • Assist in enforcing all policies including the Sacred Path Matrix. • Reports concerns and incidents which may require corrective action to SRO, Principal or Assistant Principal as appropriate • Monitoring behavior in the hallway, cafeteria, bathroom, and all areas where any interaction is taking place.	

2) Function: School Culture/Bullying Prevention

- Collaborate with school staff, district leaders, and community partners to design and implement comprehensive bullying prevention programs.
- Monitor and evaluate the effectiveness of bully prevention strategies and programs and make recommendations for improvement.
- Serve on the school discipline team to support student behavior and behavior management.
- Responsible for documenting (Bullying/Behavior Report) and reporting bullying incidents to Administration and SRO
- Plan, design, and lead ongoing professional learning opportunities to improve awareness and interventions around bullying.

3) Function: Extremely appropriate demeanor for all students/staff/visitors.

- Interact with all students/staff/visitors in a friendly and polite manner
- Assist all students/staff/visitors as necessary
- Maintain good rapport with all students/staff/visitors

4) Function: Monitor student arrivals and departures.

- Check with the office via two-way radio to assure students leaving campus are cleared to do so.
- Monitors exits and prevents unauthorized exits of the building by students.
- Encourages appropriate student conduct with regard to school rules and regulations.
- Checks student passes when classes are in session; escorts students to and from Principals' offices as directed.

5) Equipment

- Uses radio communications equipment
- Uses cell phone
- Computer usage to write bullying/behavior incident reports

6) Function: Physical Effort

Work requires a considerable amount of walking and standing. Employee must be able to lift no less than 50 lbs. Must possess the physical ability to separate students or others involved in altercations.

7) Function: Working Conditions:

The majority of work is done in an inside environment. The Student Supervisory Specialist is subject to monitoring hallways and bathrooms, especially during class changes, and must be aware of changes in student behaviors.

8) Function: Other:

Assists school administrators with investigations as assigned. Employee may be asked to perform other duties as assigned.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.