

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Student Supervisor	Department: Building
Reports to: Administrative Dean Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-1	Bargaining/Work Unit: MSEA Para
Tier/Lane: Tier 5	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To supervise students in the high school, monitor doors and hallways, assist with various safety and security duties

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Supervision of Halls, Lunchroom and Parking Lot</i>
Percent of Time:	80%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises student behavior
- Checks passes and returns students without appropriate passes
- Enforces closed campus
- Guides students to appropriate destinations
- Enforces student handbook
- Defuses student conflict and escort participants to their deans
- Reports violations of policy to deans
- Checks bathrooms and restricted areas and log breaches
- Checks all doors and logs those left open
- Answers student questions
- Addresses disrespect
- Checks for intruders
- Maintains clean halls
- Monitors exits during AA, assemblies and options
- Handles throwing of food, improper behavior
- Encourages the return of trays and disposal of garbage
- Defuses student conflict
- Watches for theft from serving areas
- Checks passes of students leaving lunchroom
- Keeps students in lunchroom until dismissal time
- Watches for backpacks and coats entering serving areas
- Assists deans and administrators as needed
- Monitors patio area
- Assists with morning student arrival

- Assists with afternoon student departure
- Monitors cars for permanent parking passes
- Monitors cars for daily parking passes
- Performs periodic parking lot walk- through to monitor and report policy infractions
- Spots inspections of student cars for dangerous items, chemicals, and contraband
- Notifies administration and law enforcement of infractions
- Sets up cones and closes gates for students entering and exiting the building (CHS only)
- Monitors bus loop as students arrive and leave each day (CHS only)
- Cleans tables after lunch

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Supervision in Emergencies</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Gives input on development of expectations and processes
- Assists teachers when necessary
- Monitors testing areas during state tests
- Sweeps building for students during fire alarms and tornado warnings
- Clears halls during lockdown drills
- Responds to medical emergencies
- Intercedes in violent acts and threats

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Safety and Security Functions</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Reports student chemical use, threats, physical abuse, emotional distress to Deans and Counselors
- Receives packages at entry doors and deliver them to House Offices
- Assists in locker searches
- Escorts suspended students as needed
- Responds to Code Red (fight) and Code Blue (medical) emergency calls
- Removes unruly students from class
- Aids Deans, School Resource Police Officers, and administrators in the investigation of student infractions
- Reviews security cameras for safety and security issues
- Checks passes of students leaving the building
- Conducts backpack and purse checks as necessary
- Confiscates contraband

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Administrative Duties</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Carries a walkie-talkie at all times
- Attends weekly team meetings
- Prepares written statements of school incidents as needed
- Assists in interviewing of new team hires
- Assessment of new threats to student safety

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and demonstrate ability to work with adolescents
- Ability to stand and walk for long periods
- Good problem-solving skills
- Knowledge of student handbook
- Confidentiality rights of students
- Flexibility and ability to work with difficult students
- Personal dependability
- Thorough in task completion
- Observant of surroundings in task completion
- Observant of surroundings
- Regular attendance
- Strong communication skills
- Ability to use e-mail
- Ability to build positive relationships with students and staff
- Conflict resolution skills
- Personal patience
- Ability to stay calm in the face of conflict
- Application of non-coercive discipline strategies
- Ability to support teachers, deans and administrators
- Attention to detail
- Maintain high standards
- Willing to learn the use of security cameras and DVR system
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Obtain training in CPR
- Obtain training in CPI

SECTION VI: EXPERIENCE REQUIREMENTS

- None

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	O	Noise Levels		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	C	Varying weather conditions	O
Distinguishing smell	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Sight	
Distinguishing temperature	O			Vision for close work/ability to adjust focus	O
Traveling by automobile	N			Looking at computer monitor	O
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.