



## CLASSIFICATION DESCRIPTION

### TITLE: Supervisory Assistant

<b><u>Title of Immediate Supervisor:</u></b> Principal	<b><u>Department:</u></b> School Operations	<b><u>FLSA Status:</u></b> Non-Exempt
<b><u>Accountable For (Job Titles):</u></b>		<b><u>Pay Grade Assignment:</u></b> Educational Assistants, Addendum A, Wages

### General Summary or Purpose Of Job:

Supervises, directs and guides students in their everyday activities, such as in the lunchroom, hallways, and in-school suspension rooms. Assists with ensuring student safety. Assists with building activities as directed by the school's administration.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises students, both on and off campus. Patrol halls validating student's presence; escorts students to the proper room or office, as necessary. Supervises students off campus, ensuring that both public and business areas are not violated. Determines if rules are violated, and prepares the necessary and appropriate action that must be taken.	Daily 15%
2.	Supervises students in classrooms, locker rooms and in in-school suspension (ISS) when the teachers are not present because of meetings or other obligations. Ensures that students follow teachers' instructions. Determines the appropriate action when students do not comply. Serves as a member of the school's Crisis Management Team.	Daily 15%
3.	Issues parking permits. Supervises the school parking lots and issues City of Duluth Police parking tickets for parking permit or other rule violations. Assists in ensuring that the parking areas are safe for both students and staff. Maintains a list of violators, which is used in determining whether or not parking permits are issued in subsequent years. Deals with angry parents when tickets are issued. Attends court regarding parking issues, as necessary.	Daily 15%
4.	Supervises students during lunch hours to ensure that students are not roaming the halls, but are in prescribed locations where eating meals are permitted. If disciplinary action is necessary, assigns students to ISS or sends students to an administrator's office. Maintains lists of students who leave the campus during lunch hour and assigns detentions, as necessary. Communicates with parents regarding disciplinary issues.	Daily 15%



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5.	Assists the attendance office by answering telephone calls from parents and staff. Enter absences and tardies in attendance office books, and reviews absences in the computer. Signs students in and out of school for appointments. Communicates with parents regarding attendance issues.	Daily 15%
6.	Assists with photocopying. Orders all supplies, makes the necessary telephone calls or service, instructs new staff on how to use photocopying machines. Photocopies documents for teachers, administrators, and other staff. Laminates and cuts documents, as required.	Daily 15%
7.	Supervises students on various District and out-of-state field trips, class trips, and competitions; supervises students at other school activities and functions. Supervises dances, Saturday School, and other activities. Supervises students during SAT and PSAT testing. Supervises students at busy intersections after school by assisting students in crossing. Assists in determining the eligibility of students for certain programs.	Daily 10%
8.	Performs other duties of a comparable level or type.	As required

#### **Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a high school diploma or GED certificate; or an equivalent combination of education or training necessary to successfully perform the essential functions of the work.

#### **Certification or Licensing Requirements** (prior to job entry):

None required upon entry.

#### **Knowledge Requirements:**

Requires knowledge of:

- General knowledge of school, attendance, and parking policies.
- General knowledge of the behavior of children and adolescents.

#### **Skill Requirements:**

Skilled in:

- Generally skilled in the operation of personal computers and common software applications such as word processing.
- Good skills to communicate policies to students and parents.



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- The ability to handle different student behavior issues.
- Ability to be patient with students and parents.
- Ability to reason with irate students and parents.
- Skill in operating photocopying machines, including basic repairs and adjustments.  
Ability to train new staff on how to use photocopying equipment.
- Ability to document the involvement of students in various school activities.
- Crisis intervention.

#### **Physical Requirements:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell		√		
<b>Lift &amp; Carry:</b> Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

#### **General Environmental Conditions:**

Work is generally performed under normal classroom or office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is occasionally performed in outdoor weather conditions, such as monitoring the parking lot, and near moving mechanical parts, such as photocopying equipment. Fumes or other airborne particles may be present on occasion.

The typical noise level is considered to be moderate.

#### **General Physical Conditions:**

**Work can be generally characterized as:**

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects



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<b><u>Vision Requirements:</u></b> Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

### **Job Classification History:**

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting