INDEPENDENT SCHOOL DISTRICT NO. 701 HIBBING SCHOOLS HIBBING, MINNESOTA 55746

JOB DESCRIPTION: Resource Room Supervisor - Job Number 66

QUALIFICATIONS:

- 1. Two-year post-secondary degree. Preferably in Human Services Career.
- 2. Ability to maintain an even temperament when working with students.
- 3. Possess good communication skills.
- 4. Ability to maintain a respectful and professional working relationship with students and staff.
- 5. Integrity to maintain the confidential nature of various records and reports.
- 6. Possess necessary skills to maintain positive public relations with students, staff, and parents.

PRIMARY DUTIES:

- 1. Assist and tutor students with incomplete assignments.
- 2. Maintain a safe and orderly environment in the Resource Room.
- 3. Maintain specific data on students in the Resource Room.
- 4. Functions as an effective member of the educational/school team.
- 5. Performs other duties as assigned by Supervisor.

WORK DAY/WORK YEAR:

Day shift - Students contact days

WAGES/BENEFITS:

As determined by Master Agreement

RATIFICATION BY LOCAL #480:

February, 2008

FINAL APPROVAL:

February, 2008

REVIEWED:

April, 2022