



SARTELL-ST. STEPHEN PUBLIC SCHOOLS JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Student Supervision	Department: Building Level	FLSA Status: Non-Exempt
Immediate Supervisor: Building Principal	Date Created: 1/2011	Date Revised:
Union Status: Non-union	Pay Grade:	

Job Summary:

The Student Supervisor will assist students in the lunchroom, on the playground, and in other areas as assigned, in order to ensure a safe and orderly school environment exists for all students.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES (The following duties are considered representative of the relative nature and level of the work. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.)

% of Time	Essential Functions:
75%	1. Assists in the supervision and safety of large and small groups of students while they are in areas like the lunchroom, hallways, playground, lavatory, bus, detention areas, etc.
10%	2. Works with students following the school defined discipline procedure and makes referrals to school officials when appropriate. Mediates conflicts between students as necessary.
10%	3. Provides follow-up information to administration, teachers, and other support staff on discipline issues.
5%	4. Performs other duties of a comparable level/type, as required

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: <u>Minimum education</u> required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma or GED	Major field of study or degree emphasis:		
X	High school diploma			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Some positions require basic computer knowledge 		
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: None				
LICENSE/ CERTIFICATION		Identify licenses/certification required:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	• Skill in reading, writing and speaking English proficiently.
	• Skill in employing interpersonal and conflict resolution skills in dealing with students.
	• Skill in working effectively with children with special needs, children of various ability levels, and with diverse personalities.
	• Skill in developing and maintaining effective working relationships with supervisors, co-workers, other staff and students .

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		0
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Some students can become physically violent. This can include **but is not limited to** hitting, kicking, biting and scratching.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities (see FJA)

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job. May be required to run in some situations involving student safety.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 9/2010 by BCC.

Date Board Adopted: 1/2011

