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## POSITION DESCRIPTION

Independent School District No. 284  
Wayzata, Minnesota 55391

This Position Description was revised in July 2022

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- I. Title Position: **Paraprofessional, High School Student Supervisor**  
Unit: Paraprofessional  
Classification: IV
- II. Reporting Relationship:  
The High School Student Supervisor reports to the Associate Principals and is responsible to them for the proper interpretation and performance of the duties of this position.
- III. Basic Function of the Position:  
Act as supervisor of students in a variety of settings. Assist in monitoring the behavior of students in the various school day settings - hallways, lunchroom, before and after school, and bathrooms as needed. Check-in visitors entering the building and provide any needed information. Responsible for maintaining a comprehensive record of all visitors and students entering and leaving the building. Operate a radio communication system.
- IV. Duties and Responsibilities of the Position:
- A. Secure the entrance of the building.
  - B. Monitor student attendance, student behavior, and movement throughout the building.
  - C. Monitor students and staff entering and exiting the building throughout the school day. Inspect passes of students who leave during the school day.
  - D. Supervise students as they enter and exit the building and while they wait for rides. Supervise students in other areas as assigned.
  - E. Monitor study hall policies on attendance, food, drinks, behavior, passes, and study environment.
  - F. Assist in lunchroom duty during lunch hours to help maintain order, assist with clean up and provide additional staff coverage during lunchtime.
  - G. Monitor and orient visitors coming to WHS, directing them to their desired location and providing other assistance as needed.
  - H. Maintain a comprehensive record of visitors including time of arrival, destination, the purpose of visit, and time of departure.
  - I. Communicate with appropriate staff on attendance and behavior issues or concerns.
  - J. Assist and cooperate with rotational coverage with other student supervisors.
  - K. Familiarity with school personnel and knowledge of where and how to access school resources.
  - L. Perform appropriate action in emergency situations.
  - M. Perform other related duties and special projects as assigned.
- V. Supervisory Responsibilities:  
None
- VI. Education and/or Experience:  
High school diploma or general education degree (GED). Preferred experience working with high school-age students. Demonstrate computer skills on the current software in use.
- VII. Certificates, Licenses and Registrations  
None
- VIII. Language Skills:  
Ability to communicate effectively and efficiently with students, parents, staff, and the school community. Basic knowledge of the English language.

- IX. Mathematical Skills:  
Ability to compile data regarding people's entry to and exit from the building in order to produce reports and/or maintain records regarding building access. Ability to understand basic math as used in record keeping.
- X. Reasoning Ability:  
Possess knowledge of the school policy and the ability to interpret and execute. Execute good decision-making skills and manage situations as they arise. Monitor the flow of traffic in the building. Compile and furnish information regarding who is in the building and where they are. Ability to reason with student issues. Enforce school policies in a fair, firm and consistent manner. Possess sensory awareness for situations that may arise. Ability to anticipate problems and disruptive situations and be able to diffuse the situation.
- XI. Other Skills and Abilities:  
Ability to perform multiple tasks. Maintain a professional composure while dealing with a variety of personalities and situations. Maintain a positive and professional working relationship with students, parents, staff, and the school community. Calm, steady demeanor required. Execute good decision-making skills. Maintain an orderly and efficient work area. Demonstrate a willingness to learn new skills and assume additional responsibilities as the job evolves. Respond appropriately and assist in emergency situations requiring staff, police, fire, and/or medical assistance.
- XII. Physical Demands:  
Ability to move quickly to cover those areas that need help. Able to stand for long periods of time and perform a moderate amount of movement throughout the building. Work at a mobile workstation and have the flexibility to move as needed. Some light lifting up to 25 pounds. Assist in maintaining a clean and sanitary building.
- XIII. Work Environment:  
Fast-paced environment interacting with students, staff, administration, parents, and the community with multiple requests and concerns. Periodically moderate to high noise levels. Primarily indoor supervision with occasional outside work.