

Student Supervisor

Dept/Div: Teaching and Learning/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs human support work monitoring student behavior, assisting with attendance concerns, transporting students and staff, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Monitors hallways, building entrances, computer labs, playgrounds, lunchrooms and student passing areas.
Carry out student discipline as directed by administrator and check in and supervise detention/ISS attendees.
Runs passes for students; assures passes are accurate.
Walks throughout school buildings; acts as a model for student behavior.
Acts as a supervisor to students, enforcing school rules and expectations.
Coordinate homework of students in ISS or detention with teachers.
Attends and participates in relevant meetings and committees.
Monitors transportation and pickup/drop-off areas for students and staff.
Provides customer service to students, staff, parents, visitors and the general public.
Performs other duties as assigned.
All other duties as assigned.

Knowledge, Skills and Abilities

General knowledge of student behavior and behavior management; general knowledge of school personnel and administrative practices, procedures and methods; general skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to communicate complex ideas effectively in both oral and written forms; ability to work with and through administrators, teachers and support staff; ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with students, staff and the general public.

Education and Experience

High school diploma or GED and minimal experience working with children, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, walking and speaking or hearing, frequently requires sitting, using hands to finger, handle or feel and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 7/1/2010