

## **Detention/Study Hall Supervisor**

### **Purpose Statement**

The job of Detention/Study Hall Supervisor is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for overseeing students assigned to In School Suspension; documenting student behavior; and providing information to teachers, parents and/or other personnel.

This job reports to Principal

### **Essential Functions**

- Collect student assignments during their absence (e.g. in-school suspension and OSS, etc.) for the purpose of insuring students do not get behind in meeting class assignments.
- Coordinates student processes (e.g. backpack and key checks, student supervision outside of classroom, etc.) for the purpose of ensuring the provision of necessary student supervision.
- Manages student attendance for the purpose of ensuring they are in compliance with teacher directives.
- Monitors students during in school detention/suspension for the purpose of providing a safe and positive learning environment.
- Performs general record keeping and clerical/ support functions (e.g. attendance logs, activity reports, ISS reflection sheets, marquee updating, cleaning lockers, providing outdoor maintenance, correcting tests for instructors, supervising commons/lunchroom, etc.) for the purpose of supporting the teacher and/or administrative staff in meeting mandated requirements and maintaining school regulations.
- Prepares log entries (e.g. students given lunch or closed campus detention, etc.) for the purpose of providing necessary student records.
- Provides verbal and/or written feedback of observations for the purpose of informing teacher/s of students' progress.
- Tutors students on assigned class work for the purpose of providing ongoing support in the completion of work assignments.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: behavior and crisis management techniques; instruction techniques; and high school curriculum.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of

individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working with frequent interruptions; communicating in a positive, non-threatening manner; and building effective relationships with teachers, staff, and students.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

SI