

Job Description

Bismarck Public Schools

BPS Out-of-School Suspension Supervisor

Purpose Statement

The BPS OSS Supervisor helps supervise the OSS classroom, and in coordination with the part-time social worker provides a safe academic environment for suspended students in secondary school to make progress on their homework so they don't fall behind their classmates. Additionally, this individual would work with students from two other small BPS programs, Expulsion Re-entry and Safe Zone. Communication, trauma informed practices, and collaboration are all valuable skills for this position.

Purpose Statement

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

This job reports to Principal.

Essential Functions

- Supervise students who have been suspended from their home school.
- Be the educational liaison between the home school contact person and the OSS program.
- Help students with homework.
- Maintain accurate records in reference to the program.
- Collaborate with social worker and teacher from Day Treatment Program.
- Collect student assignments during their absence for the purpose of insuring that students do not get behind in meeting class assignments.
- Coordinates student processes for the purpose of ensuring the provision of necessary student supervision.
- Provides verbal and/or written feedback of observations for the purpose of informing teacher/s and other personnel 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, percentages, 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: Experience working with high school students, preferred.

Education: High school diploma or equivalent.

Clearances: Criminal Justice Fingerprint/Background Clearance

FSLA Status: Non-Exempt

Salary Grade: SM on the Support Staff salary schedule