



## **JOB DESCRIPTION**

### **Student Supervisor**

#### **SUMMARY**

The Student Supervisor is responsible for overseeing students while on school grounds. The Student Supervisor will monitor student conduct and enforce site rules and regulations. This position will support and uphold the mission and vision of The Classical Academies.

#### **ESSENTIAL DUTIES**

- Provide oversight of students on campus during class breaks, on the playground, at lunch areas, in classrooms and on campus as directed
- Assist with student pick up and drop off as needed
- Assume responsibility for play equipment, and report damage of campus equipment and necessary repairs to the maintenance team
- Organize group games and activities as needed
- Assist employees and students with cleaning up spills, wiping down tables, picking up trash, lost and found, and providing additional assistance as needed
- Provide guidance to parent volunteers as directed
- Enforce playground, lunch area, and campus behavior standards
- Use positive reinforcement strategies and other appropriate techniques to assist students in the display of appropriate behavior
- Report inappropriate student behaviors, disciplinary and other concerns, prepare incident reports and refer students to administrators as necessary
- Respond to emergency situations, including injured students, fights, lockdowns, natural disasters, reporting safety concerns and reporting sanitary concerns and hazards immediately as necessary
- Professionally represent the school in interactions with parents, community, employees and students
- Provide excellent customer service to students, parents and employees while on campus
- Attend work regularly and maintain punctuality; enter and submit hours worked in the EWS online time system daily; check work email on work days



## **EMPLOYMENT STANDARDS & QUALIFICATION**

### **Basic Knowledge:**

- Understanding of school policies, including school safety and security procedures
- Correct English usage, punctuation, spelling, and grammar
- Understand, adhere to, and be able to explain The Classical Academies' programs
- Basic computer skills

### **Interpersonal Skills:**

- Enjoy working with students
- Demonstrate the ability to partner with parents in the education of their children
- Communicate effectively with all employees, supervisors, and students alike
- Understand and work within scope of authority and defined guidelines
- Understand and accurately follow directions orally and in writing
- Manage and prioritize multiple tasks
- Ability to be flexible and willing to help where needed
- Maintain professional behavior and appearance
- Exercise self-control and balanced judgment
- Productively work independently as well as with others

### **Qualifications:**

- High school diploma or GED required
- 2 years minimum of related work experience in customer service or with children is preferred

**Work Environment:** The usual and customary methods of performing the job's functions require the following physical demands: walking, standing, sitting, lifting, carrying, pushing, and/or pulling; rarely lifting items above twenty-five pounds. Physical actions may include climbing, balancing, stooping, kneeling, crouching, crawling, bending at the waist, and reaching to retrieve recreational equipment. The job requires regular walking and standing, and potentially sitting. The job is performed regularly outdoors with exposure to seasonal temperatures and natural elements; subject to moderate to loud student, campus and environment noise; subject to frequent interruptions and contact with employees and students; occasional use of computer keyboard, mouse and other basic technological devices. This position is not eligible for remote work.



## **EMPLOYMENT TERMS**

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered ***at will***. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Being part time, this position is not eligible for benefits. However, it may still qualify for retirement contribution (State Teachers Retirement System or Public Employees Retirement System).

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charters, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.

**Accountability:** Campus Supervisor/Lead Student Supervisor/Office Manager/Principal

**Job Classification:** Non-exempt

**Wage Band:** A

**Last Revised:** 06/09/2022