

Position: Directed Study Supervisor

Qualifications

1. Minimum of 30 semester hours of completed college course work.
2. Emotionally and physically able to perform all duties as required for assignment.
3. Good command of the English Language. Good writing and verbal skills.
4. General knowledge of academic subject matter (math, science, language arts and social studies).
5. Ability to implement effective disciplinary management practices.
6. Ability to accept direction from supervisors
7. Ability to effectively communicate and work with all staff members.
8. CPI certified.
9. Willing to continue training for professional development.

Supervisor

1. Building Administrators (Principal and Assistant Principal)

Responsibilities

1. Supervise and manage Direct Study Room (D.S.R.).
2. Supervise and provided assistance and academic support to students assigned to D.S.R. for the duration of their assignment. (one or multiple periods, full day, lunch detention and after school detention
3. Manage and maintain discipline referrals. Data is to be entered into the Skyward and S.W.I.S database.
4. Maintain accurate records respective to student entry, attendance and departure for D.S.R.
5. Attend disciplinary conferences on as needed basis with students, parents, teachers or administrators
6. Refer students who are discipline problems to social worker, nurse, and administration
7. Keep administrators informed of any concerns related to the implementation of discipline and D.S.R. policies and procedures.
8. Meet with and confer with staff members (teachers, support staff, nurse, social worker and administrators) as needed to fulfill responsibilities.
9. Monitor hallways, bathrooms, cafeteria, and related school grounds when not fulfilling assigned duties.
10. Provide student, staff, and substitutes with ID's. Collect fees associated with ID's and maintain a detailed log of fees collected.
11. Maintain ID equipment and arrange for repairs as needed, as well as maintain ID supplies (lanyards, ID covers, and ID cards).
12. May Supervise and assist students who are assigned to Saturday Supervised Study (S.S.S.)
13. Provide PBIS team with quarterly reports.
14. Occasional use as a substitute teacher in the regular classroom with proper certification.
15. Coordinate and advise staff on disciplinary matters
16. Provide staff, teachers, administrators, and case managers with detailed disciplinary reports as needed.
17. Determine level one disciplinary action required based on past student disciplinary records and approved Student Discipline Guidelines
18. Provide additional supervision in the cafeteria during all lunch periods and monitor students assigned to lunch detention.
19. Other duties as assigned by Supervisor.