



JOB DESCRIPTION STUDY HALL SUPERVISOR

START DATE: flexible

Express interest or direct questions to Rosenbaum@ALAcoyotes.org.

QUALIFICATIONS

- High school diploma
- Effective oral and interpersonal skills
- Ability to work well with teenagers
- Ability to communicate with faculty, staff, and parents

PROFESSIONAL CHARACTERISTICS

- Loves Teens
- Patient
- Tactful and Courteous
- Team Player
- Punctual
- Professional
- Neat personal appearance
- Christian role model for pupils

RELATIONSHIPS

- Is accountable to, works in conjunction with, and reports to the principal
- Works as a team with other faculty and staff on a regular basis
- Maintains positive relationships with students

ROLE DEFINITION AND RESPONSIBILITIES

- Attend New Student Orientation
- Inform students of study hall rules at the beginning of the year
- Attend staff devotions/morning meetings regularly, encouraged
- Take attendance daily
- Situational awareness in classroom
- Ensure classroom atmosphere is reasonable for studying
- Monitor Chromebook and computer usage

- Monitor students taking make-up tests and quizzes
- Turn in collected student late work to teachers' mailboxes
- Address discipline issues as they arise
- Document detention for student misbehavior
- Report behavior of student or students as necessary or requested
- Work with the principal and other teachers regarding disciplinary actions, as necessary, in a timely manner
- Remind students of rules throughout the year, as necessary
- Provide student updates to parents as requested or needed
- Reflect the love and forgiveness of Christ to all students

SCOPE

- Position is staffed every school day; when school is not in session, this position is also off duty
- Hours of duty correspond to hours of the school day
 - 8a-3p most day
 - 9a-3p on the first school day of a typical week
- Additional desk/computer duties as mutually agreed upon