



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Support Staff – Student Responsibility Center and Testing Supervisor – High School

June 22, 2018

### Job Summary:

Under the direction of the building administrators, the Student Responsibility Center and Testing Supervisor will be responsible to supervise students assigned to the High School Student Responsibility and Academic Support Center.

### Qualifications:

#### Required:

- A. Possess an associate's (or higher) degree or completed two years of study at an institution of higher education or completed Work Keys test. This is within the guidelines for the requirements for *Every Student Succeeds Act*.
- B. Must possess excellent written and verbal communication skills and proven organizational skills
- C. Demonstrated success as a collaborator and proven team player
- D. Demonstrated successful communication skills with students, staff, parent and community
- E. Proficient use of computers including knowledge and use of Microsoft Office products especially Excel

#### Desired Characteristics:

- A. Previous experience working with high school students
- B. Ability to support students with academic curriculum
- C. Proven conflict resolution skills and experience
- D. Experience using technology as an instructional tool in the classroom

#### Duties:

- A. Supervise students assigned to High School SRC
- B. Responsible for coordination of testing accommodations for some students
- C. Assist administration in monitoring student behavior(s) inappropriate conduct
- D. Support online and virtual learning
- E. Maintain student information
- F. Work independently and cooperatively with administrators and teachers
- G. Provides individual assistance with work assignments
- H. Ability to plan and organize; good work habits
- I. Perform other duties as assigned by administration

### STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline:** Until filled

**Start Date & Hours:** August 2018, Monday – Friday, 7:00 a.m. to 3:30 p.m.

**Salary:** \$12.50 per hour

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Tonya Kammeraad, Human Resources, [tkammeraad@gulllakecs.org](mailto:tkammeraad@gulllakecs.org)