

Job Title:	Student Life Center Student Supervisor
Job Family:	Classified - Non-Certified, Non-Instructional
Reports To:	Administrative Assistant to the Vice President/Director, Conservatory of the Arts
Number/Titles of Subordinates:	None
Peers:	Student Life Center Receptionist and Student Supervisors
EEO:	Office Clerical
N/E:	Non-Exempt

Main Purpose of the Position: The Student Life Center Student Supervisor monitors and supervises students using the Student Life Center or SLC during both school and non-school hours (Monday through Friday, 2:15 pm – 6:15 pm).

Christian Role Model Commitment:

- Express a testimony of a personal relationship with God through Jesus Christ.
- Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of Valley Christian Schools.
- Be regular in attendance at a Christian Bible believing church of your choice.
- Be agreement with the VCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10).

Personal and Professional Qualifications:

- Have a proven evidence of adequate preparation, background and ability required by the position.
- Be committed to implement and enforce policies and follow prescribed procedures.
- Have the skill to make and effectively communicate timely decisions.
- Have the ability to foster creativity and be responsible for innovative ideas.

List Job Duties:

- Reports to Administrative Assistant to the Vice President/Director, Conservatory of the Arts
- Works directly with the SLC receptionist during the hours of 2:30- 4:30 p.m.
- Works directly with the SLC after Hours Supervisor during the hours of 4:30 p.m. – 6:00 p.m.
- Supervise Students

- Issue music practice room keys
- Security
 - Stay in second floor study area to supervise students
 - Provide a safe and pleasant environment for students
 - Monitor circumstances which may require support from security or administration
 - Call HS/JH Admin for discipline assistance
 - Monitor security cameras for adherence to SLC rules and policies

Essential Functions:

Supervise junior and high school students using the Student Life Center.

Maintain communication with other members of the Student Life Center Team (SLC Receptionist, End of Day Study Hall Teacher, and After Hours Study Hall Supervisor)

Non-Essential Functions:

Supervision of junior high and high school students.

Supervisory Responsibilities:

Supervision of junior high and high school students.

Knowledge and Skills:

Knowledge and experience working with youth ages 11-18 is essential for this supervision roll. The ability to supervise, correct, and encourage is an essential element for this position.

Fiscal Responsibilities: (Budget responsibilities, approval privileges, reporting and auditing)

None

Extent of Public Contact: (Type and frequency)

Daily contact with teachers, staff, coaches, students, parents, guests and school administrators.

Physical Demands: lifting, walking, equipment operations

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk, sit, and stand for long periods of time. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to operate a computer and other office equipment. No heavy lifting.

Working Conditions and Environment: travel, usual work hours, environmental conditions

Work is performed in a student centered environment. This position does not require travel.