



Position Title:	Afternoon Student Supervisor - Middle School
Position Status:	Part-time
FSLA Classification:	Non-Exempt
Reports to:	Assistant Head of Middle School

Position Purpose: The Afternoon Student Supervisor monitors students in grades 5-8 in the Middle School Cafeteria while they are waiting to be picked up from school. Students may be in this Late Pick-Up Zone anywhere from a few minutes to a few hours.

Essential Functions

- From 2:50-6:00 pm, supervise Middle School students in the school cafeteria until they are picked up.
- Monitor students' behavior, activities, and use of technology to ensure they are appropriate for a school setting.
- Communicate with the Assistant Head of Middle School if there are any student concerns or observations that the administration should be aware of.
- Contact designated school personnel if there are any urgent student needs.
- If any students remain at 6:00 pm, call Security prior to departing school.
- Other duties as assigned by the Assistant Head of Middle School.

Qualifications

- Experience working with students.
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
- Ability to ascertain which people may need immediate assistance and to act accordingly.
- Ability to communicate effectively with all constituents in a school environment.

Application Procedures

Interested candidates, please email a cover letter, resume, and contact information for three professional references to careers@sch.org.

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