

SEDALIA SCHOOL DISTRICT #200

Job Title: Work Study Supervisor

Job Overview

- Certified Staff salary schedule
- Employed for a period of 550 hours as assigned by Principal
- Reviewed annually with recommendation for re-employment by April
- Reports to High School Principal

Qualifications

- Teacher Certification by the State of Missouri
- Five or more years of classroom teaching
- Understanding of education and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in March with contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Possess an understanding of the relationship of the Work Study Program and the total district's educational program
- Communicate with employers regarding attendance and job performance of students
- Provide student guidance toward obtaining and maintaining a job
- Maintain appropriate records of student attendance and communicate attendance to the high school staff
- Awareness of developments and implications that affect education and our district by continual study and information seeking
- Cooperate with administrators in the formulation and planning of district policies and procedures
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the High School Principal

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.

