

Job Description

Position Title	After School/Night Supervisor		
Building	Lincoln/High School Campus and Field House	Department	Athletics/Activities/Field House
Hours	3:00 to 5:30 p.m.; Hours Vary	Supervisor	Activities Director/Principal/Field House Director
Band and Grade	A-13	Tools and Equipment	Phone, master keys, sports equipment, microphones, stage lights and sound system, and other equipment needed for set-up of the sport or activity scheduled

Primary Function	Supervising students in the hallways after school and assisting with set-up of scheduled activities.
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Essential Duties	
1	Supervises the after school snack program in the High School Cafeteria to make sure food stays in the cafeteria.
2	Monitors hallways of Lincoln, High School, and Field House to ensure students have a reason to remain in the building after school. (May travel to other buildings if needed.)
3	Maintains a safe environment in the building by monitoring the hallways.
4	Possesses facility master keys and an allen wrench in order to open areas of the building as needed for students who need something left in a locked area.
5	Helps set-up areas for after school activities as needed. Trouble shoots when there is a problem with set-up and follows through with contacting appropriate staff member.
6	Checks in with High School and Junior High Principal, Activities Director, and Field House Director daily to see what needs to be done.
7	Is available as needed for crowd control, to direct visitors, and to oversee students in the buildings after school.
8	Serves as greeter for visiting teams.
9	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Must possess leadership skills and have excellent communication skills in order to communicate with students and staff.
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Knowledge Required	<ul style="list-style-type: none"> • Must be familiar with the rules and regulations of the School District. • Knowledge of individual activity policies and procedures as applies to administration. • Knowledge of the principles, practices, and techniques of supervision. • Knowledge of safety procedures. • Knowledge of building layouts. • Must be familiar with school staff and knowledgeable about who to call in
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	the case of an emergency or problem.
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Skills Required	<ul style="list-style-type: none"> • Skill in emergency decision making "crisis." • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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