



Detention/Study Hall Supervisor

Purpose Statement

The role of the Detention/Study Hall Supervisor is to support the instructional program by overseeing students assigned to in-school suspension (ISS) or study hall, documenting student behavior, and providing information to teachers, parents, and other personnel.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Student Supervision:** Monitor and supervise students during in-school detention or study hall to ensure a safe and positive learning environment.
- **Attendance Management:** Track and manage student attendance to ensure compliance with teacher directives and school policies.
- **Assignment Collection:** Collect and distribute student assignments during their absence to help them stay on track with classwork.
- **Behavior Documentation:** Document student behavior and prepare log entries for records such as ISS reflection sheets, attendance logs, and activity reports.
- **Communication:** Provide verbal and written feedback to teachers regarding students' progress and behavior.
- **Student Assistance:** Tutor students on assigned classwork to support their completion of assignments and academic success.
- **Coordination:** Oversee student processes such as backpack and key checks, and supervision outside of the classroom to ensure proper student management.
- **Clerical Support:** Perform general record-keeping and clerical tasks such as updating the marquee, cleaning lockers, providing outdoor maintenance, and correcting tests.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and software applications.
- Effective problem-solving and organizational skills.
- Strong communication and interpersonal skills.

Knowledge

- Basic math skills, including calculations using fractions, percents, and ratios.
- Understanding of behavior and crisis management techniques.
- Familiarity with high school curriculum and instructional techniques.

Abilities

- Schedule and prioritize activities and meetings.
- Work flexibly with diverse individuals and groups.
- Maintain confidentiality and handle frequent interruptions.
- Build effective relationships with teachers, staff, and students.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate students. Operate within a defined budget. Utilize resources from other work units as required. Have a continual impact on the organization's services.

Work Environment

Perform job functions that require some lifting, carrying, pushing, and pulling. Significant fine finger dexterity is required. Generally, the job requires 50% sitting, 25% walking, and 25% standing. Work conditions may involve some exposure to risk of injury or illness.

Experience

Job-related experience is required.

Education

High school diploma or equivalent.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

SI