Position: Directed Study Supervisor

Job Summary: The Directed Study Room (D.S.R.) The supervisor is responsible for overseeing the operations of the D.S.R. and providing academic support and supervision to students assigned for various disciplinary or academic reasons. The role involves managing student discipline referrals, maintaining accurate records in databases (Skyward and S.W.I.S.), and ensuring the smooth implementation of discipline policies and procedures. This individual will attend disciplinary conferences and collaborate with staff as needed.

Qualifications/Minimum Requirements:

1. Minimum of 30 semester hours of completed college coursework.
2. Emotionally and physically able to perform all duties as required for assignment.
3. Good command of the English Language. Good writing and verbal skills.
4. General knowledge of academic subjects (math, science, language arts, and social studies).
5. Ability to implement effective disciplinary management practices.
6. Ability to accept direction from supervisors.
7. Ability to effectively communicate and work with all staff members.
8. CPI certified.
9. Willing to continue professional development training.

Reports to: Building Administrators

Responsibilities:

- Supervise and manage the Directed Study Room (D.S.R.).
- Supervise and provide assistance and academic support to students assigned to D.S.R. for the duration of their assignment. (one or multiple periods, full day, lunch detention, and after-school detention).
- Manage and maintain discipline referrals. Data is to be entered into the Skyward and S.W.I.S database.
- Maintain and keep confidential, accurate records of student entry, attendance, and departure for D.S.R.
- Attend disciplinary conferences on an as-needed basis with students, parents, teachers, or administrators.
- Refer students with discipline problems to social workers, nurses, and administration.
- Keep administrators informed of any concerns related to implementing discipline and D.S.R. policies and procedures.
- As needed, meet with and confer with staff members (teachers, support staff, nurses, social workers, and administrators) to fulfill responsibilities.
- Monitor hallways, bathrooms, cafeteria, and related school grounds when not fulfilling assigned duties.
- Provide students, staff, and substitutes with IDs. Collect fees associated with IDs and

maintain a detailed log of fees collected.
- Maintain ID equipment and arrange for repairs as needed, as well as ID supplies (lanyards, covers, and cards).
- May Supervise and assist students assigned to Saturday Supervised Study (S.S.S.)
- Provide the PBIS team with quarterly reports.
- Occasional use as a substitute teacher in the regular classroom with proper certification.
- Coordinate and advise staff on disciplinary matters.
- Provide staff, teachers, administrators, and case managers with detailed disciplinary reports as needed.
- Determine level one disciplinary action required based on past student disciplinary records and approved Student Discipline Guidelines.
- Provide additional supervision in the cafeteria during all lunch periods and monitor students assigned to lunch detention.
- Other duties as assigned by Supervisor.

Benefits:
- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.