



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

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.