

**Geneva City School vacancy:  
Starting rate: \$16.00 - \$18.00/hr.**

**STUDENT SUPERVISOR (GENEVA CITY SCHOOL DISTRICT)**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the City School District and involves responsibility to patrol the halls, corridors, lavatories, buildings and grounds to protect persons, property and enforce school rules. The position of Student Supervisor is intended to provide maximum security of persons and property while improving the atmosphere for the conduct of the program of studies at City schools. The work involves responsibility for insuring the safety of students and staff, maintaining order, protecting school property and enforcing school rules and regulations. The work also involves establishing rapport with students in order to assist them with their problems or refer them to someone on the professional staff who can help. The work is performed under the general direction of the School Principal with leeway allowed for exercise of independent judgment in carrying out assignments. This class differs from that of School Monitor in that the work performed involves more complex and responsible duties requiring greater tact and involvement with students. There is no classroom assistance of teachers of an instructional nature. Supervision is exercised over the conduct of students in school and during activities. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Patrols school halls, stairwells, restrooms, courtyards, entrances, parking lots and other parts of school buildings and grounds to protect persons and property, maintain order and insure compliance with school rules;
- Questions persons on school premises who are not students or staff and advises as to school rules and either directs visitors to school offices or asks them to leave;
- Reports periodically to principal on problems, incidents and conditions affecting security, either orally or in writing;
- Interacts and develops rapport with students in order to act as a sounding board for students so they can have someone to talk to about their school or personal problems and either assists them or refers them to someone who can help them;
- Advises parents, teachers, counselors or principal about potential or actual student problems concerning class-cutting, truancy, disciplinary problems or other school or personal problems;
- May supervise the loading of buses and follows buses along their assigned routes or on field trips to make sure no discipline problems develop;

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TYPICAL WORK ACTIVITIES: (Continued)

May work in a detention class or “time out” room calming down students and conferring with them as to the importance of remaining in school and of maintaining proper school behavior;

Checks student attendance by verifying daily records against teacher attendance records, records absences or class cuts, notes late students, verifies absence notes why student is absent and contacts parent as to problem;

May answer request from parents, probation officers and counselors regarding attendance and, in essence, acts as a liaison between home and school;

May act as a contact with the outside community for the benefit of the students to help them get jobs or into programs and assists in arranging for community based school activities such as field trips.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the problems of young adults; ability to perform the actions necessary to maintain order and insure the protection of persons and security of the school building; ability to exercise sound judgment in carrying out supervision and security duties; ability to relate to, get along with and command the respect of young adults; ability to understand and carry out written or oral directions; ability to articulate the problems and concerns of students to the school administration; concern for the welfare of young adults and understanding of the values of receiving an education and ability to transmit this knowledge of students.

REVISED: OCTOBER 4, 2007

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE