

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Saturday School Supervisor

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. Ability to work with at-risk students

Terms of Employment:

- Part-Time

Duties and Responsibilities:

1. Supervise the participating students while they are completing appropriate school work.
2. Keep current with best practices and requirements as they relate to your job assignment.
3. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
4. Represent the Harlem Consolidated School District in a professional manner.
5. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.