

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secondary Supervisory Manager

Supervisor: Building Administrator(s)

FLSA Status: Non-Exempt

Employee Group: Assistant

Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Ability to work independently to establish schedules and supervisor responsibilities

Terms of Employment:

- Nine (9) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Maintain positive working relationships with peers, teachers, and students.
2. Prioritize, organize, schedule, and assign work areas for supervisory assistants.
3. Assist with the timely distribution and collection of student-related information including attendance.
4. Distribute student passes for counselors, administrators, and parents.
5. Monitor building areas as needed.
6. Give passes and detentions or referrals on an as needed basis.
7. Supervise and escort students.
8. Distribute and pick up homework for students.
9. Assist in the evaluation of supervisory assistants by providing input only to the evaluating administrator.
10. Provide on-the-job training for new supervisory assistants.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.