

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Supervisory Specialist

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Custodial/Property Services

Qualifications:

1. High School diploma or equivalent
2. Basic office organizational skills

Terms of Employment:

- Nine and one-half (9.5) month contract
- 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 relationship with peers, teachers and students.
2. Reports student disciplinary problems to the appropriate building administrator.
3. Monitor parking lot, inspect vehicles and issues citations when necessary.
4. Direct parking lot before and after school.
5. Issue and maintain parking permits for staff/students.
6. Assume supervisory responsibilities throughout the day and including lunch.
7. Assist in exterior and interior building, parking lot and grounds security.
8. Enforces all school policies and procedures.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. 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.