

**INDEPENDENT SCHOOL DISTRICT 728  
ELK RIVER, MINNESOTA**

**JOB DESCRIPTION**

JOB TITLE: Supervision Assistant

CLASSIFICATION: Educational  
Assistant

REPORTS TO: Site Principal

DATE REVISED: January 2008

PURPOSE: The Supervision Assistant monitors students in study halls, detention rooms, lunchrooms, or other assigned areas maintaining environments conducive to learning and promoting appropriate student behavior. May run computerized test and reports to support teacher efforts,

DUTIES AND RESPONSIBILITIES:

1. Supervises students in study halls and monitors passes to and from the library, school offices, and classrooms in order to ensure quiet and orderly study hall conducive to learning.
2. Supervises and tutors students in detention or in-school suspension in order to ensure quiet and an orderly detention room conducive to learning and facilitate learning.
3. Supervises students in other areas; such as, hallways, locker rooms, or lunchroom to ensure quiet and orderly areas.
4. Performs general teacher assistant duties for the teachers, administrators and office staff: such as correcting papers, collecting or preparing instructional materials, data entry, processing financial transactions for student programs, reporting student absences and discipline problems so that materials and reports are available as needed.
5. Process computerized tests and reports for classes.
6. Other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school diploma, GED, or equivalent.
2. Receive the minimum passing score on the selected Office Skills Test.
3. General clerical and office skills.
4. Training and/or experience in the use of computer equipment.
5. Ability to work effectively with parents, students and other staff
6. Ability to work independently with minimum supervision.
7. Skill to work with and provide proper discipline for students.
8. Willingness to accept and follow direction.
9. Ability to maintain confidentiality.
10. Ability to work overtime including evenings, weekends and holidays.