

SUPERVISION ASSISTANT

DEFINITION

Under supervision of a designated administrator, assists in the supervision of students assigned to the in-house suspension program; maintains a structured, organized study area for students who have been referred to the location because of disciplinary action; keeps accurate daily attendance records; carefully monitors academic work performed by students; provides study materials for each student when necessary; enforces all school rules and regulations in a fair, firm and equitable manner; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Employees in this class work under the close supervision of a designated administrator. A variety of tasks will be assigned which include record keeping, supervision of students who have discipline problems, monitoring basic academic performance, and reporting the progress of each student to the supervisor.

EXAMPLES OF DUTIES

Receives assigned students from designated administrators. *E*

Indoctrinates the students into the rules of operation for the classroom areas. *E*

Prepares attendance sheet for each student received; ensures that each student has assigned study materials. *E*

Provides study folders to students who have no study materials. *E*

Maintains a quiet, orderly, organized study area. *E*

Accompanies students to restrooms and lunch area where appropriate. *E*

Is closely monitored by the designated administrator on a careful daily basis to ensure that the study area is functioning in an orderly fashion. *E*

Maintains records of accomplishment by students assigned to the study location. *E*

Compiles information on the academic performance and behavior of each student assigned. *E*

MINIMUM QUALIFICATIONS

Knowledge of:

1. Supervision techniques for students with discipline problems;
2. Basic instructional techniques for a wide variety of students working at different class levels;
3. English usage, spelling, grammar, and punctuation;
4. Basic math;
5. Basic science;
6. Record keeping; and
7. Report preparation.

Ability to:

1. Learn procedures and routines of the assigned areas rapidly;

2. Maintain and file attendance materials and reports of progress accurately;
3. Read, understand and apply school rules, policies and guidelines;
4. Understand and tutor in basic English, grammar, spelling, and punctuation;
5. Understand and tutor in basic physical and biological sciences;
6. Organize and maintain a classroom atmosphere with minimum behavior problems; and
7. Operate a typewriter.

EDUCATION

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the necessary education. Course work in behavioral sciences is preferred.

EXPERIENCE

Experience working with high school students with demonstrated behavior adjustment problems would provide preparation for successful job performance.

Revised: 9/81