

**BARNSTEAD SCHOOL DISTRICT
Planning Room Supervisor**

TITLE: Planning Room Supervisor

QUALIFICATIONS:

- High School diploma or equivalent.
- Four or more years of experience working with primary and elementary students and/or post secondary education in education or related field.
- Excellent communication skills.
- Ability to work well with people, students, staff and public.
- Ability to work independently without close supervision.
- Excellent organizational skills.
- Computer related experience in creation and maintenance of database information.

REPORTS TO: Principal and/or Director of Pupil Services

TERMS OF EMPLOYMENT: Salary and benefits as established by the Barnstead School Board. Category II.

HOURS: 8 hours per day, 184 contract days

EVALUATION: Annual performance evaluation by Principal and Director of Pupil Services.

ROLE RESPONSIBILITIES:

- Assists the building Administration and Guidance Personnel with student behavior.
- Works with Guidance Counselors and Administration in the development and implementation of all student behavior management plans.
- Assists students to identify their inappropriate behavior.
- Responsible for maintaining all records dealing with student discipline.
- Communicates directly with parents, faculty, and staff concerning discipline related issues.
- Serves as a member of the school-wide discipline committee.
- Assists with coverage for duties and classroom supervision when needed.
- Responsible for "In-School Suspension" supervision and monitoring the completion of all academic assignments associated with the students' absence from class.
- Coordinates all aspects of the "Pride Program" including organizing Pride Awards. Coordinates the trimester Pride activities and the end of the year Pride Activity.
- Coordinates with faculty and Administration, trimester academic awards.
- Maintains a high degree of visibility in classrooms on a day-to-day basis to assist with classroom control.
- Maintains confidentiality of information regarding students and staff.

- Complies with all policies and procedures established by the School Board and School Administration.
- Performs other duties as assigned by supervisor and/or School Administration.

(Adopted: 05/21/02)

(Amended: 01/24/06)