

**BARNSTEAD SCHOOL DISTRICT
Student Support Supervisor**

TITLE: Student Support Supervisor

QUALIFICATIONS:

- High School diploma or equivalent required, Associate Degree preferred.
- Four or more years of experience working with K-8 students and/or post-secondary education in education or related field.
- Excellent organizational and communication skills.
- Ability to work well with students, all levels of staff, parents and the public.
- Ability to work independently and utilize professional judgement in all aspects of the job.
- Computer related experience in creation and maintenance of database information.

REPORTS TO: Principal, and/or Assistant Principal, and/or Special Service Director.

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

HOURS: 8 hours per day, 188 contract days

EVALUATION: Annual performance evaluation by Principal, Assistant Principal and Special Service Director.

ROLE RESPONSIBILITIES:

- Works with Guidance Counselors and Administration in the development and implementation of all student behavior management plans.
- Assists building Administration and Guidance Personnel with responding to and resolving student behavior situations.
- Supervises the Student Support Room, including monitoring and responding to student inappropriate behaviors and directing/supervising 1-1 paraprofessionals who are in the Student Support Room with their students.
- With Building Administration, works with 1-1 Paraprofessionals to provide guidance regarding implementation of student behavior management plans and appropriate responses to, and resolution of, behavior incidents.
- Works directly with students to help them identify their inappropriate behaviors and make more appropriate choices.
- Responsible for maintaining 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 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 management and learning environment.
- 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.

Reconsidered:

2nd & Approved Reading 06-20-2017

1st Reading 05-23-2017

Amended: 01/24/06

Adopted: 05/21/02