

SECTION 399 ALTERNATIVE LEARNING CENTER SUPERVISOR

POSITION TITLE: Alternative Learning Center (ALC) Supervisor
REPORTS TO: Building Principal

QUALIFICATIONS:

1. High school diploma.
2. Ability to work in a positive manner with students, staff, and the community.
3. Computer keyboarding skills, general secretarial and clerical skills.
4. Ability to keep accurate records and create reports for assistant principal(s) and building principal, as needed.
5. Ability to properly handle confidential matters and emergency situations.
6. Strong personal attributes in human relations, oral and written communications.

GENERAL RESPONSIBILITIES:

Supervise students who are removed from class. Create and update discipline files. Create discipline reports for the district.

ESSENTIAL FUNCTIONS:

1. Supervise students who are removed from class.
2. Create and update student attendance and discipline files.
3. Communicate with assistant principals, principal, parents, and staff.
4. Create and maintain computer database for the purpose of completing reports monthly for the school district.
5. Responsible for data entry, filing, duplicating materials and record keeping.
6. Perform other responsibilities as assigned by the building principal.
7. Supervise assigned detentions before or after school (within work hours).

WORKING CONDITIONS:

Primarily ALC and office environments; contact with students and staff.