



6101 N. Habana Ave. • Tampa, FL 33614 • 813 872-6744 • Fax 813 872-6013

## POSITION DESCRIPTION

**Title:** Study Hall Supervisor

**Reports to:** US Principal

**Work Year:** 9.5 months

**Position Focus:** Study Hall Supervisor oversees the Upper School's after school study hall which includes; assisting students with assignments, maintaining a conducive work environment and maintaining attendance and financial records. .

### **Spiritual:**

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principal in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

### **Position Parameters:**

- Assists students with homework assignments and study for tests
- Maintains a quiet, well-disciplined atmosphere
- Supervises a snack time upon students' arrival
- Keeps records of attendance
- Maintains professional relationships with parents and periodically notify them of their children's performances
- Stays until the last child is picked up
- Straightens and locks-up library each night.

### **Qualifications:**

- Study Hall Supervisor must have good communication skills.
- Certified in CPR and First Aid or obtain within 2 months of employment
- High school graduate or hold a general equivalency diploma and three (3) years work experience
- Able to work with adults and students
- A Christian who is a member of good standing in a Bible believing church

