

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Dean of Students	Administration	Principal

JOB SUMMARY:

Assist the principals and assistant principals in discipline, supervision, and attendance and support school and district initiatives that create a safe and engaging learning environment and increase student achievement.

QUALIFICATIONS:

Teacher Licensure. Requisite experience and education.

TASK NO.	DESCRIPTION WORK YEAR: 186 days plus 7 additional days	FREQUENCY
1	Assist with student behavior management and discipline including problem solving student behavior concerns, using positive behavior supports, and addressing bus behavior issues.	35%
2	Supervise cafeteria, playground, detentions, suspensions and other activities as assigned.	25%
3	Monitor student attendance and work with parents, teachers, nurse and county staff to resolve individual truancy issues.	10%
4	Communicate with and engage parents to resolve student academic and behavior issues and become actively involved in their education experience.	5%
5	Support building interventions such as Rti, Character Counts, DARE, PBIS, before and after school programs, Lyceums and/or Targeted Services as assigned that result in positive behavior, increased student achievement and graduation.	5%
6	Lead committees and teams, serve as grade level or department liaisons, participate in building and district initiatives and provide staff development as assigned providing leadership to meet school and district strategic plans and improvement plans.	5%

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TASK NO.	DESCRIPTION	FREQUENCY
7	Serve as 504 Coordinator and STAT Facilitator and attend IEP meetings as the district representative.	3%
8	Coordinate the building testing and assessment program according to district policy.	3%
9	Support transition of new students and 9 th grade levels to the school – High School only	3%
10	Teaches keyboarding during CT and substitutes as necessary – Elementary only	3%
11	Attend meetings, workshops, and training sessions as directed.	2%
12	Perform other related duties as assigned.	1%

SUPERVISOR’S APPROVAL

DATE

COMMITTEE’S APPROVAL

DATE