

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

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Knights Academy Principal	High School	High School Principal
<b>JOB SUMMARY:</b>  Administer discipline, supervision, and attendance and support school and district initiatives that create a safe and engaging learning environment and increase student achievement in the District’s alternative learning program.		
<b>QUALIFICATIONS:</b>  Administrative Licensure. Requisite experience and education.		
<b>TASK NO.</b>	<b>DESCRIPTION</b> WORK YEAR: 198 days (calendar to be determined by supervisor)	

- 1 Responsible for managing student discipline.
  - Remove students from class, assign detentions and recommend suspension/expulsion to principal
  - Contact students, staff and parents regarding plans of action
  - Serve as liaison between special education teachers and students
  - Handle discipline regarding students and busing
  
- 2 Supervise cafeteria, playground, lunch, recess, detentions, suspensions and other activities as assigned. Assist in maintaining a safe and secure school environment by patrolling halls, bathrooms, parking lot, etc.
  
- 3 Monitor student attendance and work with parents, teachers, nurse and county staff to resolve individual truancy issues.
  
- 4 Coordinate Knights Academy licensed staff teaching assignments and complete teacher evaluations at direction of High School Principal. Responsible for developing teachers and acting as an instructional leader with the context of the alternative learning program.
  
- 5 Communicate with and engage parents regarding student academic progress towards graduation and work to resolve student academic and behavior issues and become actively involved in their education experience. Assist new students as they enter the school.
  
- 6 Coordinate Knights Academy testing and assessment program according to district policy. Track students’ credits

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- 7 Attend meetings, workshops, and training sessions as directed.  
Perform general office duties such as typing, sorting, filing, and other applicable forms, manage secure entrance as needed, maintain applicable files, compile attendance records and coordinating scheduling to ensure programs perform efficiently and effectively.
  
- 8 Perform other related duties as assigned.

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE