Notice of Vacancy

Northwest Community Schools
6900 Rives Junction Road
Jackson, MI  49201
517-817-4726
Fax: 517-569-2395

Date: August 22, 2019

Position: Supervisory Aide

Location: Northwest Elementary School

Hours: 7:45am-8:45am (1.0 Hour)

Start Date: September 16, 2019 (approximately)

Qualifications: See attached job description.

Hourly Pay: Internal Candidates: Step 1, or Per Contract
External Candidates: 90% of Step 1, Per Contract

Benefits: No Insurance Provided With This Position

Application Deadline: August 29, 2019

Application Procedure: Submit letter of intent to:
Cindy Devereaux – Central Administration Office
Northwest Community Schools
6900 Rives Junction Road
Jackson, MI  49201

[Signature]
Geoff Bontrager, Ed.S.
Superintendent
NORTHWEST COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Supervisory Aide
REPORTS TO: Building Administrator

QUALIFICATIONS:
1. Able to settle student disputes in fair manner.
2. Must be mature, reasonable person.
3. Able to manage students and be patient.
4. Knowledge of school safety policies.
5. Able to sense potentially dangerous activity.
6. Knowledge of basic first aid procedures.
7. Able to work with all school staff in a professional manner.
8. Demonstrate an ability to supervise large groups of students.
9. Have successful experience working with elementary age students.
10. Enjoy working with students, be in good health, and possess the ability to work well with groups of students.
11. Must be available to work on Early Release Days.

JOB GOAL:
The Supervisory Aide is directly responsible to the Building Administrator. The Supervisory Aide is in direct communication with students who may present discipline or safety problems. The Supervisory Aide will notify the Principal of any unresolved or serious problems, which may present implications for safety hazards or gross disrespect.

PERFORMANCE RESPONSIBILITIES:
1. Observe and supervise students during the assigned work period.
2. Maintain order and be constantly aware of student safety and well being.
3. Report accidents or injuries or any other problems to the Building Principal or school secretary. Accident report should be in writing on appropriate office form.
4. Maintain standards of conduct set by the school district.
5. Report any routine hazards, which would offer actual or potential threat to the student under his/her supervision.
6. Assist students when the need arises.
7. Meet with the Building Principal periodically to review and discuss policies, procedures, and matters of mutual concern.
8. Perform such other reasonable duties during the work period as assigned by the Building Principal.

TERMS OF EMPLOYMENT:
Salary, benefits, and working conditions will be according to the working agreement between the Northwest Board of Education and the Northwest Educational Support Personnel.

EVALUATION:
The Building Administrator will evaluate performance annually.