

Wentzville R-IV School District
Position Description
Locator: 2.26

Position Title: Supervision Clerk

Reports To: Building Principal

SUMMARY

To improve the educational program by assisting the instructional and administrative staff.

QUALIFICATIONS/REQUIREMENTS

Supervision Clerks shall have a minimum of a high school diploma or its equivalent and be competent in the duties to be performed.

ESSENTIAL JOB DUTIES

- Supervises students in the cafeteria during lunch periods.
- Assists support services personnel in the cafeteria to maintain clean and sanitary conditions for student use.
- Supervises students on the playground during recess periods.
- Immediately contacts the school nurse and principal, in the event first-aid needs to be administered to a student.
- Performs needed errands as directed by the principal.
- Performs other duties as assigned by the building principal.

OTHER DUTIES AND RESPONSIBILITIES

Other related duties so assigned by the principal.

ADA COMPLIANCE

The essential functions contained in this ob description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with District policy on evaluation of support staff.

Revised: 10/15/2009