



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Position Description

POSITION TITLE: Recovery Room/SLC Supervisor
F.L.S.A. Exempt
REPORTS TO: Building Principal
TERMS OF EMPLOYMENT: 179 DAYS (REFER TO ANNUAL WORK CALENDAR)

QUALIFICATIONS:

1. Bachelor's degree preferred.
2. Must possess and maintain a current Substitute Teacher or Teacher certificate through the Missouri Department of Elementary and Secondary Education.
3. Experience with school age children.
4. Good interpersonal skills.
5. Competent in core instructional subjects.

PERFORMANCE RESPONSIBILITIES:

1. Provide a quiet and safe atmosphere for students admitted.
2. Provide supervision applicable to the individual behavior problem - fighting, respect, problems at school/home, sexual harassment, smoking, drinking, etc.
3. Provide tutoring for all subject matter if needed.
4. Maintain contact with a student's teachers regarding assignments, special needs, etc.
5. Maintain daily, monthly and annual records indicating: admissions by grade, admission by "behavior".
6. Maintain individual records of assignments received by students and those turned into teachers.
7. Monitor individual behavior - complete "point sheets" for students on that program.

Recovery Room SLC Supervisor (continued)

- 8.** Attend staff meetings – building and district.
- 9.** Report, each day, to the appropriate building principal
- 10.** Report any absent students to attendance secretary.
- 11.** Provide conflict mediation counseling as needed or requested.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Other duties as assigned by administration.