

Great Plains Lutheran High School

Study Hall Supervisor Job Posting

MISSION

Great Plains Lutheran High School provides a Christ-centered education to assist families in nurturing students as lifelong disciples of Christ.

POSITION TITLE

Study Hall Supervisor (part-time)

POSITION OVERVIEW

The GPLHS Study Hall Supervisor will work under the direction of the Principal to manage and maintain an orderly environment that allows students to focus on their schoolwork. In so doing this individual will strive to develop healthy and positive relationships with students, working closely with the faculty, staff and parents to help ensure students' learning success.

ADMINISTRATIVE OVERSIGHT

The Study Hall Supervisor will report directly to and work jointly with the Principal in the discharge of his duties, and work jointly with and support the Faculty in the discharge of their duties.

QUALIFICATIONS

The Study Hall Supervisor of Great Plains Lutheran High School shall exhibit the following qualifications:

1. Uphold the teachings of Scripture and the WELS and as such be a positive role model.
2. Have a passion for Christian education and uphold the mission of GPLHS.
3. Have a high school diploma.
4. Have effective oral and interpersonal communication skills.
5. Be able to work well with teenagers and effectively manage a classroom.
6. Be able to communicate and cooperatively work with faculty, staff, and parents.
7. Have basic computer skills (logging into an account, recording attendance, etc.).
8. Enjoy working with and be able to earn the respect of teens.
9. Be punctual and maintain a neat and professional appearance.

RESPONSIBILITIES

1. Maintain an orderly environment that allows students to focus on their schoolwork and in so doing uphold the Study Hall Guidelines.
2. Take attendance at the start of each class period in PowerSchool.
3. Regularly monitor students to ensure that they use their study hall time productively. This includes students' computer usage.

4. As needed and as able, support students in their learning by answering questions, sharing advice, etc.
5. Strive to develop healthy and positive relationships with students.
6. Work closely with the faculty, staff and parents to help ensure students' learning success.
7. Carry out discipline as explained by the principal as needed. Involve the Principal or Campus Pastor in discipline if the situation calls for it.

HOURS AND COMPENSATION

The Study Hall Supervisor will work agreed upon hours every day that school is in session unless otherwise specified (be aware of unique daily schedules that are periodically used). As currently structured, hours will commonly be 11:30 am to 3:30 pm.

The Study Hall Supervisor will be compensated at a starting wage of \$13.95 per hour based on 0 years of experience. Compensation may be higher for someone with related experience and/or skills.

DISCLAIMER

The above statements are intended to describe the general nature and level of expectations for this position, and are not to be construed as an exhaustive list of all responsibilities, duties, and skills that may be required by the person working in this position. The individual serving in this position may be required to perform duties outside of their normal responsibilities from time to time, as needed and mutually agreed upon, in order to meet the ongoing needs of Great Plains Lutheran High School. Hiring an individual for this position is contingent upon the candidate's satisfactory completion of a background check.

APPLICATION PROCESS

Applications are available from:

Great Plains Lutheran High School
1200 Luther Ln NE
Watertown SD 57201

dmaertz@gplhs.org

www.gplhs.org

Applications will be accepted through July 15, 2022.

Applications and resumes may be submitted to:

President David Maertz
Great Plains Lutheran High School
1200 Luther Ln NE
Watertown SD 57201

dmaertz@gplhs.org

GREAT PLAINS LUTHERAN HIGH SCHOOL
1200 LUTHER LANE NE - WATERTOWN, SD 57201

Web: www.gplhs.org Email: gplhs@gplhs.org Phone: 605-886-0672 Fax 605-882-9089

Application for Employment as Study Hall Supervisor

Name _____ Address _____

Home Phone _____ Cell _____ Email _____

Have you ever been convicted of a crime other than a misdemeanor which has not been annulled, expunged, or sealed by a court? _____ (A background check is state-mandated for this position)

When would you be available to begin work? _____

Home Church _____

Below or on a separate document:

Highlight activities in which you have been involved in the ministry of your congregation/s.

Highlight experiences you have gained in school settings which may equip you to serve in this position.

Please note other experiences that relate to serving in this position.

The information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation to continue employment in the future. By signing, I am asserting my commitment to the ministry of GPLHS.

Signature _____ Date _____