

DETENTION SUPERVISOR (RIDGE HIGH SCHOOL & WILLIAM ANNIN SCHOOL)

Reports To: Building Principal

Qualifications: Appropriate New Jersey Certification

General Description: To provide and supervise a setting for students who, as a result of unsatisfactory behavior relating to school rules and expectations, are required to report to a designated location for a specific period of time.

Major Duties and Responsibilities:

- 1.1 Encourage positive choices on the part of students so as to avoid the consequences of detention.
- 1.2 Maintain a quiet atmosphere, adhering to rules set for detention.
- 1.3 Respond to students' questions relating to homework in the content areas.
- 1.4 Exhibit respect for each student and instill mutual respect among students present.
- 1.5 Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
- 1.6 Maintain an accurate record of students in attendance.
- 1.7 Report any circumstances which warrant administrator's attention.
- 1.8 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.9 Perform additional duties related to activity as assigned by the building principal or assistant principal.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

Frequency/Duration: Daily/Year

Adopted: October 22, 2001