

P.M. Activities Supervisor

Reports To:	Building Principal
Qualifications:	Faculty member with appropriate New Jersey Certification
General Description:	To provide supervision of common areas after school to ensure student safety and welfare.

Major Duties and Responsibilities:

- 1.1 Utilizing the “Welcome Desk” as a base of operations, supervise student conduct in the following areas from 2:45 – 6:30 p.m.:
 - a. Patio area at entrance to school by the cafeteria.
 - b. Lobby area between the cafeteria and the auditorium.
 - c. Gymnasiums and attached locker rooms.
 - d. Corridors throughout the building.
- 1.2 Circulate throughout the building on an hourly basis to maintain a visible presence with the students in the building.
- 1.3 Ensure the safety of the students at all times during p.m. supervision times.
- 1.4 Provide disciplinary measures when necessary to correct inappropriate behavior of student(s).
- 1.5 Report serious student behavior problems to the appropriate assistant principal the following school day. Write up “report of misconduct” when appropriate.

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

Frequency: Daily/Year

Adopted: May 9, 2011

