

Student Supervisor

Job Description

Voyager Public Charter School

Voyager Public Charter School is a K-8 learning community in Honolulu, HI, dedicated to the aim of Joy in Learning. We seek full-day, 35hrs/week adult supervisors to assist classroom teachers in monitoring and supporting students in the classroom, and supervise student recess periods throughout the day. Ideal candidates will have experience working with elementary students in an educational setting, both indoors and outdoors.

Application materials can be found at <https://voyagerschool.com/employment/>

STUDENT SUPERVISOR

Classroom Assistance:

Provides assistance to a professional educator by performing a variety of educational related supportive tasks; assists with classroom supervision of students; receives training in classroom operations, expected roles, and functions; performs other related duties as assigned.

Yard Supervision:

Student supervisors will support the physical learning environment under the supervision of classroom teachers and Voyager School administration. They will support the control and use of, and assume responsibility for all materials, supplies and equipment used in the supervision of students and use of Voyager School's facilities. The supervisors will maintain a variety of records relating to students, parents contact information and reports as needed. Responds to users regarding facility issues, student safety, field conditions or other concerns; evaluates situations and facilitates conflict resolution as required. Responsible for periods of student play supervision with students in grades Kindergarten through 8th grade.

Likely areas of responsibility include:

- student supervision;
- building and grounds maintenance;
- cleaning;
- health and safety;
- security;
- space management.

Skills necessary:

- Basic computer skills.

- Must be "hands-on" and assist in problem-solving and conflict resolution.
- Enjoys working around children and adults.
- Effective communication skills: verbal and written.
- Ability to work in outside conditions for 3 or more hours per day

Skills desired:

- Experience with Google applications and Google drive.
- Experience supervising students in an educational setting.
- Previous facilities experience in an education environment **preferred**.

Pay & Benefits: \$15.75/hr, with Medical, Vacation, and Sick Leave benefits.

Hours: 8am-3pm M-F, Student Days Only + 1 day paid training (170 total)

Start Date: August 3rd, 2020