

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** GED Classified Clerical / Out of School Suspension Program Supervisor

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy  
**LOCATION:** School Service Center  
**REPORTS TO:** Teachers & Program Coordinator  
**LENGTH OF WORK:** 10 - 12 months / year

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**JOB GOALS:** To administer the assessment tests. To enter data into the computer record keeping system. To provide a smooth functional class environment for students in the Out-of-School Suspension (OSS) Program.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

**GED Classified Clerical:**

1. Under supervision of the program coordinator, guide the adult learner through the orientation process.
2. Administer and score the assessment tests.
3. Keep attendance records and enter data into the computer record keeping system.
4. Participate in In-Service teacher aide training programs as planned to upgrade knowledge and understanding of student learning.
5. Participate in recruitment, retention and follow-up as needed.

**Out of School Suspension program Supervisor:**

1. Under supervision of the program director, help to plan, prepare and supervise classroom activities which directly or indirectly serve students in the OSS program.
2. Supervise the in-take procedure with the student's parents, and explain the expectations.
3. Assist individual students in need of special attention.
4. Supervise the students in the OSS classroom.
5. Keep attendance records. Keep statistical data as required by the courts and school corporations.
6. Maintain discipline in classroom and on school property.
7. Maintain contact with the courts and schools' contact person as pertaining to students referred to this program.
8. Check notebooks, correct papers, supervise testing and make-up work.

9. Participate in In-Service teacher aide training programs as planned to upgrade knowledge and understanding of student learning.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The individual must have experience with computer usage, and should know the touch typing system. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education diploma (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

#### **MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Knowledge of algebraic and geometric principles.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS AND ABILITIES**

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive of those commonly associated with this type of work: pen, pencil, pointer, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers. The employee must maintain a positive relationship with other staff, parents, and students. The employee should have a working knowledge of Microsoft Word and Excel. Knowledge of Microsoft Access is a plus.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The employee may be required to work both indoors and outdoors.

**TERMS OF EMPLOYMENT:**

10 - 12 months per year. Salary and benefits as per Classified Policy, and as grant money is available.

**EVALUATION:**

There will be an evaluation of the employee's performance after the first thirty days and then on an annual basis.

*Last Updated: July 29, 2002*