



JOB DESCRIPTION – Secondary Study Hall Supervisor

Seattle Christian School Mission Statement

To proclaim Jesus Christ in all aspects of our program, emphasizing academic excellence and biblical Christian values, partnering with parents and the church to prepare godly young men and women so that they may impact their world for Christ.

General Description

The Secondary Study Hall and Lunch Supervisor reports to the Secondary Principal, and is responsible for supervising secondary students during study hall and lunch periods.

Core Commitments

- All employees embody the SCS mission as evidenced in the following:
 - Exemplifies Jesus in character, attitude, speech, and action
 - Exhibits a learning posture fueled by curiosity and a passion for growth
 - Displays humility, relational intelligence, and a desire to influence for good
 - Values genuine and meaningful collaboration and conversation
 - Demonstrates intentionality and heart for investing in others
- All employees are required to:
 - Sign and live out the SCS Statement of Faith and Employee Standards of Conduct
 - Be involved in his/her church and Christian community
 - Sign and abide by the policies, procedures, and guidelines in the Employee Handbook

Role Qualifications

- Ability to supervise and encourage secondary students in study hall periods and in the lunch room
- Able to work collaboratively with principal, office staff, teachers, students, and parents
- Experience working or volunteering with secondary age students

Key Responsibilities

Mission and Culture: Centers on living out the mission with a grounded, strength of character. Fosters a warm yet controlled study hall setting and lunchroom.

Champion of People: Invests spiritually in students and co-workers. Pray, encourage, and invest.

Best Practices: Supervise and encourage students while in study hall and lunchroom. Creates a safe, positive, Jesus-centered classroom and lunchroom environment where students are known, valued, and celebrated.

Key Resources: Oversees study hall and lunchroom.

Community: Attend and participate in community events, encouraging students and connecting with family members.

Teamwork: Collaborates and engages effectively with peers, administration, and families in a manner that promotes clarity, unity, honor, partnership, and learning for all students.

Essential Physical Functions/Demands

- Must have the ability to stand for extended periods of time, sit, kneel, bend and move around the classroom and building throughout the day
- Must have the ability to lift approximately 10 lbs. and occasional moving of equipment and/or materials
- Must have the ability to see and read a computer screen and printed materials, and hear and understand speech at a normal level
- Must be able to monitor student safety along with implementing emergency procedures
- Must be able to speak, write and communicate proficiently in the English language
- Reasonable accommodations may be made to enable individuals to perform essential functions

Employment Eligibility

As a religious educational institution, Seattle Christian School is permitted and reserves the right to prefer employees or prospective employees on the basis of religion. Title VII Section 702-703 U.S. Civil Rights Act of 1964, as amended: Rev. Code of Washington 49.60.040

All employees must be eligible to work in the United States with citizenship or residency, unless otherwise noted. Job offers are contingent on the verification of credentials, official transcripts and other information required by the employment process including the completion of a background check which includes criminal history.