

# Supervisor of Saturday Make-Up Time

## Job Description

### Qualifications:

1. Classroom teacher certification as defined in West Virginia Code 18A-4-7a.
2. Three (3) years successful teaching experience.
3. Ability to work with students at different grade and achievement levels.
4. Ability to communicate effectively and work cooperatively with students, parents, and school personnel.
5. Exhibit knowledge in computer and information technology.

### Duties and Responsibilities:

1. Supervise student(s) attending Saturday School Sessions for purposes of academic make-up and enhancement opportunities.
2. Provide basic instructional assistance to students.
3. Assist students in the use of library resources.
4. Monitor student progress toward make-up responsibilities.
5. Collect and maintain student data.
6. Maintain a classroom setting conducive to learning.

Jackson County Board of Education  
Date