Hickman County School System

Job Title: Student Support Supervisor

Contract Period: 12 month contract

Reports to: Director of Schools

Purpose of Job

Manage and oversee culture components of the school system to build and provide a safe environment and services to support students and families.

Essential Duties and Responsibilities

- Serve as the safety coordinator for the school system
- Work with the School Resources Officers
- Monitor and audit completion of safety drills at each location in the school system
- Inspect playgrounds for safety
- Chair Safety Assessment team; conduct assessments completed annually
- Monitor the camera system in the school system and assist leaders with needed video retrieval
- Assist new employees with pictures and badge printing
- Background checks
- Chair of the Parent Advisory Council
- Chair of Calendar Committee
- Serve as the homeless liaison for the school system
- Collaborate with the Family Resource Center with community initiatives
- Advisor for the student advisory councils at the high school level
- District Management of the STOPit app
- Oversee high-dosage tutoring program and track data from tutoring program for student learning loss

Minimum Training and Experience Required

Applicants must demonstrate strong communication skills to communicate with colleagues, teachers, and supervisors. Time management, mechanical, and troubleshooting skills are required for this position. Previous experience in maintenance fields are preferred.

Evaluation Process

Annual evaluation with the supervisor of the school based on the job description.

Application Process

Candidates wishing to apply for this position should complete an Application for the Hickman County School System, located here. Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033.