



P: 253.943.2500  
F: 253.200.1335

33645 20th Ave. S,  
Federal Way, WA 98003

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**JOB TITLE: Study Hall Supervisor**  
**EMPLOYEE: 15 hours - Hourly**  
**DEPARTMENT: Early Education (EE)**  
**REPORTS TO: Director of Early Education**

### **JOB DESCRIPTION**

1. The primary job of the Study Hall Supervisor is to provide appropriate supervision for the students as well as the school entrance. It is an ideal position for someone who enjoys working with junior high and high school students in a very upbeat, positive school setting. Applicants must be able to exhibit good student management with positive student and staff interactions. Duties will vary and applicants must be flexible and work well in a team setting.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Pray without ceasing for God's blessing on the families and staff of CFS.
2. Duties include but are not limited to:
  - Supervising students
  - Monitoring the school entrance for unauthorized individuals trying to access the building
  - Assisting students with homework

### **SUMMARY OF ESSENTIAL JOB FUNCTIONS**

1. Must be a born again, Spirit filled Christian who is in agreement with the CFS mission and vision, doctrinal statement, values, philosophy of education and policies.
2. Must live a life of personal effectiveness and be a person of integrity.
3. Must be able to listen carefully and respond with grace and understanding to all members of the school community.
4. Must be able to communicate with proficiency.
5. Must be able to follow instructions.
6. Must be extremely punctual, well-disciplined and flexible.

### **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent



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- One years related experience working with school age children is preferred
- Ability to work in a team environment with various levels of staff
- Must be able to pass a Washington State Background Check
- Must have a current First Aid/CPR card or be willing to get one
- Must have completed HIV/Aids and Bloodborne Pathogen training or be willing to take it
- Must have a TB test within the last year or be willing to get one

#### **WORK ENVIRONMENT**

This job operates in the foyer near the school entrance. All personnel will be required to perform duties outside of their normal responsibilities from time to time, as needed. Duties, responsibilities and activities may change at any time without notice.

#### **WORK HOURS**

This is a part time position, M-F 3:00 p.m. to 6:00 p.m.

#### **PLEASE SUBMIT COVER LETTER, RESUME AND REFERENCES TO:**

Stephanie Pond

Director of Development & School Operations

Email: [stephaniep@christianfaithschool.com](mailto:stephaniep@christianfaithschool.com)

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