



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STUDENT DEVELOPMENT SUPERVISOR

Job Number: 20001077

Job Code: 51220V240316

Job Group: 5100 - ALLIED EDUCATION

Job Established: 07/01/1995

Job Revised: 03/16/2024

Grade: 13 Salary (MIN - MID):

\$20,549-\$30,824 - Hourly

\$3,339.22-\$5,008.90 - 37.5 Hr. Monthly Salary

\$3,561.84-\$5,342.84 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides coordination and supervision of student development associates, student development assistants, and houseparents. Provides supervision and instruction to students at the Kentucky School for the Deaf or Kentucky School for the Blind; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in student development, education, deaf education, counseling, psychology, social work, or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of experience working with individuals in a student development or education program.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience working with individuals in a student development program or an educational program will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides supervision to student development associates, student development assistants, houseparents, and other staff. Approves leave and conducts performance evaluations on employees. Provides supervision and instructs students in student development/student life program including extracurricular program, independent living skills program, and dormitory program. Supervises and instructs students in acquiring appropriate independent living skills. Supervises students during on and off-campus school sponsored events and activities. Provides supervision and support to student development assistants and other assigned staff. Applies and enforces school policy and procedures as they relate to student development, i.e., discipline, living skills, personal habits. Assists in developing communication links between student development program and the instructional program. Provides input into policies and procedures. Maintains appropriate records. Monitors student behavior and location. Participates in student staffings. Performs informal counseling with students. Assists with homework. Communicates with family and instructional personnel. Maintains time and attendance records. Plans and implements activities that engage and encourage student participation and development. Responsible for staff development with training and on-boarding for new employees. Makes physical rounds to ensure students are safe. Supports and substitutes for staff to ensure adequate supervision. Assists staff with documentation and quality checks. Reviews checklist and provides feedback, if necessary. Plans and implements student activities that reinforce life skills and American Sign Language American Sign Language (ASL)/English mastery to provide the best language accessible learning environment. Maintains records pertinent to dorm operations, student safety, and discipline. Mentors and trains new staff.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents must be able to exert physical effort in the restraint of students based on behavior. May perform other physical efforts in assisting students. Work may involve substantial walking and standing. Must be able to communicate with and understand student in individual student's communication mode, including American Sign Language.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or instructional setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.