

Informal Study Hall Supervisor/Independent Study Coordinator

Job Description

Position: Informal Study Hall Supervisor/Independent Study Coordinator

Reports to: Principal

Position Summary:

The Informal Study Hall Teacher is responsible for supervising juniors and seniors who have earned the privilege of Informal Study Hall. This position ensures that students use their time productively, follow school policies, and demonstrate Pacelli's Core Values. The teacher will also provide oversight for students enrolled in independent study courses through Arrupe Virtual Learning Institute, the SPASH Online Learning Center, and Mid-State Technical College.

Primary Responsibilities:

- Supervise students assigned to Informal Study Hall in the Lawlis Learning Center (LLC).
- Maintain a quiet, productive environment conducive to academic work, reading, and collaboration.
- Ensure student compliance with school policies, including the **No Cell Phone Policy** and Yondr pouch use.
- Monitor and document attendance for students assigned to Informal Study Hall.
- Support and track student engagement in independent study courses (Arrupe, SPASH Online Learning, Mid-State Technical College).
- Serve as a point of accountability for students working independently on coursework, helping them stay on pace with deadlines and requirements.
- Communicate with administration and counseling staff regarding student progress or concerns.
- Model and reinforce Pacelli Catholic Schools' Core Values of faith, respect, responsibility, trustworthiness, fairness, and caring.

Qualifications:

- High school diploma required; college degree preferred.
- Experience working with high school students in an educational setting is a plus.
- Strong organizational and classroom management skills.
- Ability to communicate effectively with students, parents, and staff.
- Commitment to supporting the mission and values of Pacelli Catholic Schools.