



**Position Title:** Part-Time Note-Taker Supervisor

**Job Code:** 8107

**Reports To:** Department Chair

**Grade:** H5

**FLSA:** Exempt

**Job Description:**

The Part-Time Supervisor is responsible for the organization, implementation, and supervision of note takers for students with disabilities and overseeing support for students who have disabilities.

**Duties & Responsibilities:**

- May recruit, screen, monitors and train note takers and maintain the note taking data base
- Monitors the administration of student feedback surveys
- Arranges and oversees the placement of special furniture in classrooms
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree from a regionally accredited institution and three (3) years of experience working with students with disabilities; or Bachelor's degree in related discipline
- Experience working with students with disabilities
- Supervisory experience required.
- Knowledge of computer using Excel and Microsoft highly desirable

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name