



Bluebonnet

Home Scholars Collaborative
flower forth

Job Description

Study Hall Supervisor

Job Title:	Study Hall Supervisor
Work Hours:	Part time, hourly, school term
Compensation:	Starting wage of \$13/hour
Supervisor:	Campus Operations Manager
Desired Start Date:	August 1, 2026

Overview:

The Bluebonnet Home Scholars Collaborative (BHSC) Study Hall Supervisor works with the BHSC campus operations team and is responsible for the general oversight of students during study hall period. Tasks will include assigning seats, taking roll, ensuring safety and fair play during recess time, encouraging an atmosphere for study and reading, and anything else required for the general management of the study hall area.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration. They are also flexible and willing to assist the instructor as class needs may require.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Assign seats, take roll, ensure safety and fair play during recess time (about 20 minutes outside)
- Keep track of student bathroom visits
- Encourage atmosphere conducive to study and reading, especially during quiet time (about 40 minutes)
- Be proactive in noticing ways, and taking action, to keep the study hall environment clean, orderly, efficient, joyful, and calm: e.g., picking up trash, checking on students, enforcing study hall rules, etc.
- Uphold BHSC policies and procedures, especially related to safety, core values, code of conduct, classroom procedures, and behavior expectations.
- Maintain and use a BHSC assigned email account; replying to emails within 24 hours on weekdays
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have self-initiative and excellent interpersonal and communication skills
- Must be able to enforce rules and facilitate a peaceful and orderly environment
- Must be flexible, trust-worthy, discreet, and professional
- Experience working with students and children preferred

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.