



Afternoon Student Supervisor / Proctor

About St. Thomas Aquinas High School | Mission

St. Thomas Aquinas High School is a caring community, transforming the lives of students through a rigorous Catholic education, guided by the light of the Gospel – developing their unique gifts, strengthening their personal faith and integrity, and fostering within them a commitment to justice, service, and moral leadership.

Job Overview

St. Thomas Aquinas High School in Dover, NH is seeking an afternoon Student Supervisor / Proctor for the 2024-2025 school year. This position provides supervision and space management in the Cafeteria from 1:00pm - 5:00pm daily. Flexibility with the number of days/shifts per week can be negotiated. The afternoon supervisor/proctor should

- maintain an active presence in the cafeteria moving around the space to ensure student behavior and use of the space that reflects the school community's values and needs.
- bring enthusiasm, energy, and passion to the setting connecting positively with both students and faculty/staff.
- support the Catholic mission of the school and the life of the school community
- demonstrate excellent interpersonal and organizational skills.
- Manage all school safety protocols during this time.

Education, Experience, and Requirements

- An associates degree is preferred.
- Experience in supervision of high school aged students is preferred.
- Successful completion of all appropriate training and background checks.

Each teacher who accepts a position at St. Thomas Aquinas High School commits to recognizing the unique character of Catholic education, to support its mission, and to educate the whole student where they are at as a learner.

Please submit a cover letter, resume, academic transcripts, NH Certification, and contact information for professional references (including a current supervisor) to Stephanie Bolduc, Manager of Administrative Services, sbolduc@stalux.org. Candidates selected for an interview will also be required to fill out a Diocesan Teacher Application.

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