

Job Code 15P
Level D
Revised 10/18

BEHAVIOR INTERVENTION MONITOR

QUALIFICATIONS

A. REQUIRED

- High School diploma or GED
- Work experience in a related field

B. DESIRED

- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on a skills assessment (ParaPro, ACT Workkeys or Master Teacher's Para Educator Learning Network)
- Teaching certification
- Two years of work experience in a related field

SUMMARY

Under general supervision, provides a highly structured environment for students who have been assigned to the Responsibility Room or to In-School Suspension

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Maintains a student working environment that is highly structured and quiet
- Assists teachers in assigning and receiving class work for such students
- Provides students with a clear understanding of rules and regulations governing their stay in the Responsibility Room or In-School Suspension and outlines expected behaviors and outcomes of their stay
- Monitors the use of educational and support materials in the Responsibility Room or In-School Suspension area
- Assists students, when possible, with assignments given by their regular classroom teachers
- Monitors students from Responsibility Room or In-School Suspension during lunch and other break periods
- Prepares and maintains records to be used to compile reports at the end of the year for students assigned to the Responsibility Room or In-School Suspension
- Accompanies students to and from the Responsibility Room or In-School Suspension and ensures that they have received class admits for the following day
- Offers suggestions regarding the activities and structure of the Responsibility Room or In-School Suspension facilities
- Exhibits patience, tact and courtesy in dealing with others
- Promotes and supports district wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend

MENTAL AND PHYSICAL REQUIREMENTS (continued):

- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop, twist, bend and carry up to 20 pounds
- Ability to operate digital office and classroom equipment