

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Title: In-School Suspension (ISS) Assistant (Paraprofessional) (E)

FLSA: Non-exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and provides behavior coaching and prepares and monitors completion of academic assignment for students who have been assigned to in-school suspension; performs related work as required. ISS Assistant reports to school principal.

ESSENTIAL FUNCTIONS

Supervises students assigned to in-school suspension and in-school recess;

Provides behavior coaching / character education sessions to help students correct inappropriate classroom behavior; reinforces behavior expectations of and attempts to build positive relationships with students;

Prepares academic assignments for students in in-school suspension; monitors completion of assignments;

Provides academic support for students who are not meeting grade-level expectations by tutoring;

Implements and/or assists school staff in implementing proactive intervention techniques as necessary, including situations demanding the use of physical restraint;

Plans and implements activities to recognize student progress;

Attends parent conferences as necessary;

Attends staff meetings as required; participates in in-service training programs;

Attends training, conferences, workshops, etc. as appropriate to enhance job knowledge and skills; and

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Job requires an Associate degree or higher from an accredited college or a minimum of 60 credit hours from an accredited college. In lieu of college hours, high school graduate or GED with minimum test score of 456 on the ETS Paraprofessional Assessment Test.

Knowledge:

Job requires knowledge of grammar, spelling, and punctuation; working knowledge of departmental policies, procedures, and operations; general knowledge of modern office equipment such as copiers and computers; and knowledge of child growth and development.

Skills/Effort:

Job requires good rapport with children; good written and verbal communication, organization, basic mathematical, and telephone skills; ability to interact with co-workers, students and school staff in a courteous and professional

manner; ability to provide assistance to teachers in a classroom setting; ability to follow directions of supervising teachers; and demonstrates initiative and follow-through of assignments during unsupervised times during the day.

Working Conditions:

Working Condition is in a classroom environment and in any other school or community settings as needed. Physical demands include lifting/moving/ up to 35 lbs. and daily care of students as needed. Job requires working directly with students with hands-on contact the majority of the time. The direct supervision of students to ensure their safety at all times is a top priority. Berkeley County School District is a smoke free district.

Responsibility:

No budgetary or supervisory responsibility

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES / APPROVAL:

_____ Date: _____

_____ Date: _____