

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



In-School Suspension Coordinator

Position

REPORTS TO: Building Principal

The individual coordinating the in-school suspension program will become an integral part in the goal of keeping our young people in school. The students at risk of dropping out have usually developed a pattern of poor attendance and/or inappropriate behavior. They need discipline yet, at the same time, out of school suspensions result in a loss of classroom learning time and transfer a school-related problem to the community. In school suspension will provide the opportunity for those students to develop the degree of self-discipline required to take advantage of the school's academic program.

RESPONSIBILITIES:

- 1) Organize and maintain the climate in the In-School Suspension room in effort to promote student self-discipline and simultaneously encourage students to comply with school rules and regulations
- 2) Communicate regularly with building administration, classroom teachers, and guidance staff regarding the progress and needs of students placed in the program
- 3) Monitor student behavior to discourage repetition of infractions
- 4) Work with students to develop positive student behaviors based on core values of responsibility, respect, self-discipline, compassion and integrity
- 5) Supervise and oversee students assigned to In-School Suspension
- 6) Manage the entry of student behavior using FOCUS or other software. Takes careful notes of attendance and immediately reports student non-attendance to school administration
- 7) Apply disciplinary consequences with consistency and transparency
- 8) Participate in faculty meetings, workshops, staff development programs and other school-sponsored activities
- 9) Performs any and all other duties and responsibilities that may be assigned by school administration

QUALIFICATIONS:

- 1) Ability to effectively communicate both orally and written
- 2) Demonstrated ability to supervise students
- 3) Ability to communicate effectively both orally and written.
- 4) Knowledge of and demonstrated ability to perform in the areas of responsibility

- 5) Required criminal history background check and eligibility to work in the United States.
- 6) All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
- 7) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via [Applitrack](https://www.applitrack.com/eosd/onlineapp/) at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

Ten-month work year

SALARY RANGE:

Negotiable; based on background, training, and experience
Unaffiliated/confidential

Approved by the East Orange Board of Education: September 12, 2022

Revised 9/7/2022