

Franklin Township Community School Corporation



Job Description

JOB TITLE: In School Suspension Associate
NWS POSITION #: Multiple
REPORTS TO: Building Principal
SUPERVISES: Not Applicable
EMPLOYMENT &
FLSA STATUS: Classified/Non-Exempt/Hourly/Less than 12 month/8 hrs per day

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

A In School Suspension Associate is an individual who assists a licensed teacher in helping ensure that each and every one of our students are prepared for life's possibilities. The In School Suspension Associate must have a passion for working with students who have learning needs. The In School Suspension Associate must be willing to take directives from a supervising teacher and/or building administrator. The In School Suspension Associate will be asked to engage in a wide variety of events during the day-to-day workings of the school ranging from, but not limited to implementing individualized plans for students, supervising lunch and/or recess duty, escorting students from one location in the building to another, monitoring morning and/or afternoon bus or car rider duty, and providing remediation in specific content areas whether it be academic or social skills.

ESSENTIAL FUNCTIONS:

- Follow lesson plans provided by the teacher to re-teach a concept or lesson to a student and/or group of students.
- Follow each assigned student's individualized plan according to the training provided by the teacher.
- Ability to actively engage students in lessons and discussions.
- Provide small group or individualized behavioral and/or academic support to students as needed.
- Monitor and collect individualized data on student-specific needs (behavioral, academic, social, etc.).
- Prepare demonstrations, copy papers or provide visual aids as requested by the teacher.
- Ensure that students have access to the appropriate resources.
- Check students backpacks as they arrive or leave to ensure assignments are turned in or they have the appropriate materials to complete an assignment.
- Maintain student confidentiality for all students enrolled in the school.
- Provide support / ongoing communication with teachers according to the schedule provided.
- Assist students as needed with Activities of Daily Living (ADL). These activities may include but are not limited to dressing, transferring to/from chair, toileting (including diaper changes, catheterization and use of a toilet), and eating (both mechanical and enteric). Other activities could include but are not limited to suctioning, medication administration and ambulation.

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- Perform other duties as assigned that support the overall objective of the position.

PHYSICAL REQUIREMENTS:

1. Seldom = Less than 25 %
 2. Occasional = 26 to 50 %
 3. Often = 51 to 75 %
 4. Very Frequent = 76 % & above
- Ability to stand for extended periods of time. (3)
 - Ability to lift 25 lbs. (2)
 - Ability to carry 25 lbs.(2)
 - Ability to work at a desk, conference table or in meetings of various configurations. (4)
 - Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter. (4)
 - Ability to hear and understand speech at normal levels. (4)
 - Ability to communicate so others will be able to clearly understand a normal conversation. (4)
 - Ability to operate office equipment. (4)
 - Ability to reach in all directions. (4)

EMPLOYMENT STANDARDS KNOWLEDGE OF:

- Work with individual students or a small group of students to reinforce learning of material or skills initially introduced by the teacher.
- Assists the teacher in devising special strategies for reinforcing material or skills based on their perceived understanding of individual students, their needs and abilities.
- Help students' master equipment or instructional materials assigned by the teacher.
- Working knowledge of the core subjects taught (math, spelling, language and reading) with sufficient competency to assist students with individual or group studies.
- Be receptive to guidance on job responsibilities.
- Work in a positive and calming manner with students.
- Work in a professional manner with all staff and students.
- Be on time to work and to all assigned duties.
- Alert teacher or administrator to any problem or special information about individual students.
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of all individuals working with FTCSC students.
- Participate in in-service training programs as assigned.

SKILLS TO:

- Understand and follow both oral and written directions.
- Communicate effectively in both oral and written forms.
- Operate standard office equipment.
- Efficiently operate a telephone system
- Maintain routine records and files.
- Establish and maintain effective work relationships with those contacted in the performance of required position.

EXPERIENCE:

A minimum of a high school diploma or its equivalent. The ability to meet the physical demands of stooping, kneeling, sitting in low/small chairs and bending over to assist a student. The stamina to maintain an appropriate energy level to sustain the full instructional day. Good teamwork, communication and organizational skills. Sufficient patience and commitment to ensure academic success for all students.

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

TERMS OF EMPLOYMENT:

180 days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.