

In-School Suspension Supervisor

Reports to:	Building Principal or Assistant Principal
Classification:	Support Staff
FLSA Status:	Non-exempt
Terms of Employment:	Salary and scheduled work days to be established annually by the Board of Education
Evaluation:	Performance on this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Support Staff Personnel.
Vacation	None
Compensation:	Established annually by the Board of Education.
Supervisory Duties:	Supervises students

JOB SUMMARY: To provide a positive and structured In-School Suspension (ISS) program that promotes positive academic, social, and behavioral performance in the students assigned to the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Develop and implement a system for successful exit from In-School Suspension.
- * Supervise students assigned to In-School Suspension.
- * Monitor individual student progress while assigned to In-School Suspension.
- * Provide academic assistance for students as they complete their classroom work in while in In-School Suspension.
- * Implement reflection and self-growth activities for student participants.
- * Consistently reinforce positive behavior and correct negative behavior.
- * Hold students accountable for their actions.
- * Provide guidance for students in appropriate behavior and interactions while at school.
- * Communicate with classroom teachers regarding student progress.
- * Request student work from classroom teachers as needed.
- * Perform additional duties as required for short periods of time, as directed.
- * Reviews special needs of students and emergency procedures.
- * Maintains as fully as possible the established routines and procedures of the school and classroom
- * Perform all other duties as dictated by law and/or assigned by a Supervisor / Administration.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

1. 60 hours college credits preferably with course work in Education, Psychology of Learning, Psychology of Children or Classroom Management.
2. Substitute teaching certificate from the state of Missouri.
3. Teacher certification, preferred
4. Clean criminal and child abuse and neglect records check.
5. Ability to establish rapport with students and staff.
6. Desire to work with at-risk students.

7. Strong communication skills.
8. Such alternatives as the Board may find appropriate and acceptable.

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to use and teach mathematics commensurate with assigned position.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee will regularly stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate to loud level with frequent interruptions. The employee continuously interacts with students, staff and the public. Travel may be necessary to various District buildings and/or other sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

3/17/2023