

**PLEASE POST  
UNTIL FILLED**

**NOTICE OF VACANCY  
TAYLOR SCHOOL DISTRICT  
PERSONNEL MEMORANDUM**

**INTERNAL or EXTERNAL  
UNTIL FILLED**

**POSITION:** IN-HOUSE SUSPENSION FACILITATOR – TAYLOR HIGH SCHOOL

**REPORTS TO:** PRINCIPAL/TAYLOR HIGH SCHOOL

**QUALIFICATIONS:** 60 HOURS OF COLLEGE CREDIT

**DUTIES AND RESPONSIBILITIES:**

**The In-House Suspension Facilitator will be expected to:**

- Provide small group instruction and support, as directed by classroom teachers and the Building Administrator
- Offer individual instruction and support, as recommended by classroom teachers
- Provide verbal and written feedback to students, classroom teachers, and the Building Administrator, as needed
- Aid in monitoring student performance, based on recommendations from classroom teachers and the Building Administrator
- Assist with computer-related activities, following classroom teacher and Building Administrator recommendations
- Compile daily/weekly ISS student reports that showcase interventions and strategies used to meet required restitution, as requested by the Building Administrator if necessary
- Effective communication with students and teachers
- Adhere to directions and implement plans as outlined by the Building Administrator to create a successful environment for students to transition back to their classrooms
- Maintain flexibility and self-direction
- Ensure regular punctual attendance
- Maintain confidentiality as directed by classroom teachers and the Building Administrator
- Utilize a variety of instructional and classroom management strategies following recommendations from the Building
- Engage in daily monitoring of the In-house suspension room. The ISS Facilitator is responsible for maintaining supervision and ensuring that students' behavior during In-House suspension aligns with district and building policies and rules, as per recommendations from the Building Administrator

**RATE OF PAY:**

\$25.00 Per Hour (Benefits as outlined in CBA)

**APPLICATION PROCEDURE:**

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at: <https://www.applitrack.com/resa/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=25964>

All materials received relative to this posting become property of the Taylor School District. Only those candidates which provide the requested information will be considered

**DEADLINE FOR RECEIVING APPLICATIONS IS: UNTIL FILLED**

**NOTICE OF NON-DISCRIMINATION**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status,

military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.