

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: In-School Support Teacher
Date:
Reports to: Building Principal
Supervises: No
Affiliated Position Yes, TTA (Timberlane Teachers Association)
Terms of Employment: Full Time, School Year/Non-Exempt

SCOPE:

The In-School Support Teacher is a certified educator assigned the primary responsibility of providing students given in school discipline with a curriculum of academic, behavioral, and disciplinary interventions. Students referred to the In School Support Coordinator will be assisted in making a plan to give the student the tools for a successful school year, including communication with teachers, counselors, administrators, and parents/guardians.

POSITION DUTIES AND RESPONSIBILITIES:

- Responsible for carrying out the rules and policies governing the in-school suspension program.
- Be a designated safe area for students in need for alternative discipline.
- Work in conjunction with school administration to coordinate work assignments for students.
- Follow teacher plans in assigning work to students.
- Assist students in completing assignments.
- Work with students and or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in student being assigned to ISS
- Compile students' work and return it to teachers.
- Connect students to other school supports.
- Communicate student progress with families.
- Maintain necessary educational records.
- Perform other duties as assigned by High School Administration.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Education from an accredited college or university.

Experience with High School or Middle School students preferred.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of school and classroom rules, procedures, and practices.
- Ability to interpret and establish appropriate rules, methods, and techniques in maintaining a disciplined academic environment.
- Strong computer experience
- Strong interpersonal skills and patience.
- Experience working with students and knowledge of conflict resolution techniques is strongly encouraged.
- Ability to handle and react to potential volatile situations and take appropriate action.

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Department of Education Certification required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, postage meter, and calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Not required
7. Climbing:	Not required
8. Balancing:	Not required

Cognitive and Sensory Requirement(s):

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

Summary of Occupational Exposures: N/A

Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

