



Union County Public Schools
Job Description

POSITION TITLE: In School Suspension (ISS) Coordinator	TERM OF EMPLOYMENT: 10 months
DATE: 12/22/2025	DATE OF PREVIOUS REVISION:01/19/2024
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE:

JOB SUMMARY: Under general supervision, the ISS Coordinator will collaborate with school staff to create and implement a flexible instructional program for assigned students that will support and monitor behaviors and completion of academic activities. This position will motivate and counsel students to develop positive attitudes and successfully complete assigned work while maintaining a safety and orderly environment.

ESSENTIAL JOB FUNCTIONS	
1.	Serves as a liaison between the classroom teacher and students assigned to the program to obtain and return the student's daily class work and homework.
2.	Assists students assigned to the program with completing their regular classroom assignments. Assists students with learning; reinforces and clarifies instructions; provides one-on-one assistance as needed
3.	Enforces established rules and regulations of the in-school suspension program and creates an effective climate for learning.
4.	Communicates appropriate behavior, school rules, and regulations to students in the program; and explains to students the reasons for suspension and its impact on their education.
5.	Maintains daily attendance and other records of students assigned to the program
6.	Escorts students during break/lunch periods and monitors hallways.
7.	Reports inappropriate behavior by students to the appropriate administrator.
8.	Participates in departmental, district level and other meetings/committees as directed by supervisor
9.	Performs other duties as assigned.



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DUTIES & RESPONSIBILITIES	
1.	Accurately maintain records as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Monitors students who have been assigned to in-school suspension and reviews student progress.
3.	Guides and encourages students to develop a positive attitude toward learning.
4.	Offers strategies to assist students with appropriate behaviors in social settings.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS	
Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • High School Diploma or Equivalent • Previous experience working with school age children 	<ul style="list-style-type: none"> •

KNOWLEDGE, SKILLS, AND ABILITIES
<p>TYPE OF JOB KNOWLEDGE, SKILL AND/OR REQUIRED LICENSING/CERTIFICATION:</p> <ul style="list-style-type: none"> • Knowledge of practices utilized to effectively manage a wide range of student behaviors. • Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity • Ability to establish and maintain effective working relationships as necessitated by work assignments



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COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or groups

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

Sedentary/Medium - Must be able to exert up to 15 lbs. of force occasionally, and up to 10 lbs. of force frequently, and/or up to 5 lbs. of force constantly to move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.