

IN- SCHOOL SUSPENSION SUPERVISOR

Reports to: H.S. Principal
Classification: Non- Certified
FLSA Status: Non-Exempt
Terms of Employment: 173 days @ 8 hours per day
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Para Professional Salary Schedule

JOB SUMMARY:

To create a flexible instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students assigned to the classroom; to motivate pupils to develop attitudes and knowledge needed to ensure that effective learning occurs for each child, every day.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Teaches district-approved curriculum.
- Individualizes assignments, instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lessons into developmentally appropriate learning experiences.
- Models lessons for students.
- Uses effective Classroom Management techniques.
- Establishes, shares, and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children.
- Keeps appropriate records and files of completed assignments.
- Assist the administration in the compiling of teacher assignments for students assigned to in-school suspension.
- Willingness to serve as substitute teacher as needed.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Instructs and Supervises students.

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:

60 hours of college

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Substitute Certificate.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.