

PENINSULA SCHOOL DISTRICT
Job Description

IN-SCHOOL SUSPENSION SUPERVISOR

JOB SUMMARY:

This position supervises students who have been assigned to in-school suspension for disciplinary reasons. Responsibilities include monitoring student behavior, assisting students with assignments, and maintaining student suspension records. Depending upon school assignment, may use behavior modification techniques as assigned in working with students.

DUTIES AND RESPONSIBILITIES:

1. Monitors student behavior in the In-School Suspension classroom; reinforces appropriate behavior and ensures that students stay on task. Communicates In-School Suspension rules. Refers students who violate program rules to school administrator.
2. Assists students with work assignments; answers questions. Contacts teachers to obtain homework assignments as needed. Reinforces classroom learning activities.
3. Records information for students entering In-School Suspension, such as grade level, behavior, and reason for assignment to detention.
4. Maintains records of student activities and behavior while in suspension classroom; forwards information to teachers and school administrators. Types program-related materials.
5. Exchanges information with school staff concerning students assigned to program; participates in staff meetings as requested.
6. May call parents concerning students involved in Saturday School; discusses problems and concerns of parents regarding students.
7. May provide clerical assistance to school staff members as time allows; types correspondence and forms; corrects student assignments or monitors loading of buses.
8. May develop written and oral behavior modification materials for use in helping students recognize a need for change and/or compromise in a specific area of their behavior. Provides these materials to students; instructs students to read materials and complete exercises by deadline. Encourages students to improve their behavior.
9. May act as time-out supervisor; talks to angry or upset students; assists students to calm down so they can attend their next class in a frame of mind conducive to learning.
10. May photocopy materials for staff; may provide assistance to staff and students in operating photocopying equipment; tabulates individual department usages of photocopier; troubleshoots problems with photocopying equipment.
11. Performs related duties as assigned.

REPORTING RELATIONSHIPS:

Reports to Principal, Assistant Principal, or other assigned school administrator.

WORKING CONDITIONS:

Classroom environment; experiences frequent interruptions. Required to deal with upset, disruptive or angry students. Confined to work area.

AFFILIATION: PSE - Clerical

FLSA: Covered

MINIMUM QUALIFICATIONS:

Education & Experience

High school graduation or equivalent with training in clerical procedures and experience working with adolescents. School district experience preferred.

Allowable Substitution

None.

Knowledge, Skills & Abilities

Knowledge of general clerical procedures.

Keyboarding skill at 45 words per minute.

Skill in operating general office machines.

Effective oral and written communication skills.

Ability to monitor student behavior and maintain order.

Ability to develop a positive rapport with students.

Ability to make and carry out effective decisions concerning student behavior management.

Ability to learn the use of a microcomputer and various software equipment.

Ability to maintain accurate records.

Ability to attend to detail and follow tasks through to completion.

Ability to work independently with minimal supervision.

Ability to maintain confidentiality.

Ability to establish and maintain effective working relationships with staff.

Knowledge of effective methods for dealing with anger and conflict situations desirable.

Ability to learn behavior modification techniques desirable.

Licenses/Special Requirements

Must obtain training in first aid as required by the District.