

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: In-School Suspension (ISS) Monitor

FLSA: Exempt

GENERAL SUMMARY

Under direct supervision, provides monitoring and supervision for students serving in In-School Suspension (ISS). Provides a positive, structured, academic atmosphere for students in a suspension alternative program. May use computers in performing assigned tasks. Reports to the Principal.

ESSENTIAL FUNCTIONS

Demonstrates the ability to keep order and provide supervision to students that are assigned to In-School Suspension. Demonstrates the ability to monitor student behavior and deal effectively with misbehavior according to school and district policies.

Demonstrates the ability to perform remedial instruction or tasks to reinforce learning initiated by teacher. Ensures that all students in ISS have meaningful academic work for the entire time assigned.

Exhibits the ability to work with students, check their work for accuracy, understanding and neatness.

Is effective in maintaining an accurate accounting of student attendance and equipment usage for In-School Suspension.

Operates general office equipment such as a typewriter, computer, copier, laminator, and calculator.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

High School Diploma with working knowledge and understanding of child growth and development; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. A two or four year college degree is preferred. Must meet the District's Basic Skills Test Requirements.

Knowledge:

Working knowledge of departmental policies, procedures, and operations. General knowledge of modern office equipment such as typewriters, computers, copiers, and calculators. Knowledge of clerical functions such as typing, filing and sorting. Knowledge in the application of classroom instruction and teaching practices. Knowledge of student schedules, typical homework loads, etc. General knowledge of modern office equipment such as typewriters, computers, copiers, etc.

Skills/Effort:

Skill in the use of general office equipment such as calculators, typewriters, computers, copiers, etc. Good written and verbal communication, organization, basic mathematical, and telephone skills. Ability to interact with co-workers, students and school staff in a courteous and professional manner. Ability to provide assistance to students with academic work.

Working Conditions:

Conducts duties in an office or school environment with some exposure to environmental conditions. Physical demands are generally restricted to office or classroom work requiring the lifting/moving of items weighing up to 25 pounds. No travel is required. Job requires the operation of standard office equipment and direct contact with students, parents, school staff, administration, and the community.

Responsibility:

No budgetary responsibility.
Responsibilities include the responsible supervision of assigned students.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____
_____ Date: _____
_____ Date: _____