

JOB DESCRIPTION

ISS (In School Supervisor)

Schools: Peakview/JM Jr. Sr. High School

DURATION: At Will Position	GRADES: 7-12
DEPARTMENT: JM Jr. Sr. High School	WORK DAYS: Monday - Thursday
REPORTS TO: Principal/AP	Salary - \$15,000
CLASSIFICATION: Classified	Beginning DATE: 1/9/23

MINIMUM REQUIREMENTS

EDUCATION:

- High School Diploma or GED required.
- BA Degree or higher preferred.

CERTIFICATION/LICENSE:

Colorado Sub license (District will help obtain sub license)

WORK EXPERIENCE:

- Work experience gained through education and certification/license requirements.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to effectively supervise children.
- Basic knowledge of childhood growth and development.
- Computer proficiency and ability to work effectively in a learning environment.
- Demonstrated ability to communicate effectively and follow instructions.
- Demonstrated ability to work well with students, staff, and parents in a professional manner.
- Ability to be flexible and adapt as needed between in-person learning environments
- Knowledge of school safety & security procedures.
- Excellent writing and communication skills.
- Strong interpersonal and decision making skills.
- Flexible and can de-escalate potentially controversial situations.
- Can work independently and in a team setting.
- Attention to detail and organized.

ESSENTIAL DUTIES

- Coordinates, provides, and supervises instructional and behavioral activities for students assigned to ISS (In School Suspension) in-person environment.
- Coordinates assignments and activities with classroom teachers of referred students; provides tutorial assistance as needed and monitors student's class work while in ISS.

- Assists students in examining misbehavior and developing strategies to prevent reoccurrences.
- Works with other school personnel to assist students in the development of techniques to control and express anger constructively, encourage positive student behavior, and promote safety in the school.
- Assigns and oversees additional assignments related to student infractions.
- Communicates proactively with teachers to inform them of student issues and conversations with parents.
- Responds to emails and phone calls from school leaders and teachers in a timely manner.
- Assists during standardized testing to support state and local testing processes and policies if students are in ISS
- Assists with distribution of food, supplies, materials and equipment, including technology.
- When in a school-based learning environment, monitors students' movement throughout the building to other classrooms, learning areas and cafeteria.
- Assists students with classroom and cafeteria clean up and wiping down surfaces to uphold sanitation standards as required for safe school environment.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Engages in professional learning opportunities in-person.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
- Performs other duties as assigned by an appropriate administrator or their representative.