ISS JOB DESCRIPTION

In School Suspension Teacher

JOB TITLE: IN SCHOOL SUSPENSION TEACHER
REPORTS TO: The Principal or Assigned Supervisor
SUPERVISORS: Students assigned to In School Suspension

NATURE AND SCOPE OF JOB:
Supervises students who are assigned to in school suspension for disciplinary reasons.

EMPLOYMENT TERMS:
The In School Suspension Teacher shall be employed under the following terms:
1. Work as assigned by the Principal when students are assigned to in school suspension.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.

JOB DESCRIPTION

JOB FUNCTIONS AND RESPONSIBILITIES:
The In School Suspension Teacher shall:
1. Establish high standards and expectations for all students to accept responsibility for behavior.
2. Supervise students and consistently administer rules regarding student behavior during detention.
3. Inform students of rules and expectations.
4. Maintain an atmosphere in which students are expected to remain seated and silent during the time period.
5. Work with the administration to have in-school serve as an effective preventative disciplinary technique.
6. Assist students as needed with homework or instructional assignments.
7. Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
8. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
9. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
10. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
11. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
12. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
13. Discipline students in a fair and consistent manner, using school approved procedures.
14. Seek assistance of the parents and the administration when needed.
15. Establish a professional rapport with students that earns their respect.
16. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
17. Plan and adjust the learning experiences accordingly, requesting advice and assistance from administration when appropriate.
18. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
19. Employ a variety of methods for students to demonstrate learning and accomplishments.
20. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
21. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
22. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
23. Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
24. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
25. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
26. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
27. Attend required staff meetings and serve, as appropriate, on staff committees.
28. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
29. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
30. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
31. Complete the required State-approved continuing professional development in accordance with State and district procedures.
32. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
33. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
34. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
35. Adhere to Arkansas school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to
successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:
1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

ENVIRONMENTAL DEMANDS:
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.
1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

EVALUATION
The Principal shall evaluate the In School Suspension Teacher in accordance with Policy.