

# Sunflower County Consolidated School District

Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** In-School Suspension Teacher

### **QUALIFICATIONS:**

- Complete at least two years and/or 48 credit semester hours at an institution of higher education, and Associate's Degree or higher, or demonstrate through a state or local academic assessment (ACT WorkKeys) knowledge of and the ability to assist in the instruction of reading, writing, and math
- Operating knowledge of computers
- Sensitive and adaptable to learner's differences and needs
- Good physical condition with the ability to lift 10 pounds

**REPORTS TO:** Building administrator

**SUPERVISES:** N/A

**JOB GOAL:** Supervise and monitor students assigned to the In-School Suspension Program

### **PERFORMANCE AND RESPONSIBILITIES:**

- Provide supervision for students who are assigned to the In-School Suspension classroom
- Take daily attendance
- Review in-school suspension policies, procedures and student expectations with students daily
- Monitor all ISS assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate
- Email teachers 24 hours in advance for work requests and complete student Work Completion Logs for all students assigned to ISS
- Facilitate and arrange delivery of student lunches when necessary
- Maintain order by enforcing the rules and regulations of In-School Suspension
- Maintain records for students assigned to In-School Suspension
- Report any infractions of In-School Suspension to appropriate officials
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent's designee

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)