



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	In-School Suspension Monitor
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	School Principal

Position Summary:

This position will be responsible for supervising ISS classrooms, monitoring work, maintaining documentation, monitoring attendance and discipline and communicating with parents.

Essential Functions:

- Responsible for supervision in the ISS classroom.
- Responsible for student assignments received from suspending teacher.
- Maintain a learning environment conducive to learning.
- Monitor assigned work to ensure students stay on task.
- Monitor attendance and discipline while assigned to ISS.
- Create and maintain other related documentation on students assigned to ISS.
- Prepare reports on documentation for analysis.
- Make written recommendations through established procedures for students with special needs.
- Make contact with parent/guardian of suspended student.
- Prepare ISS exit report for principal's approval of student's return to main cohort body.
- Develop a plan for behavior modification exposure.
- Collaborate with teacher, staff and social workers to provide necessary support.
- Performs other duties as assigned

Experience:

- Equivalent combination of education and experience
- Three years experience working with at-risk students and/or one year classroom management experience.

Education:

- Associates Degree from approved college; prefer candidates in pursuit of Baccalaureate

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Word and Excel
- Strong interpersonal skills to work with students, parents and staff
- Provide strong leadership through helping students with an array of challenges
- Maintain strong classroom management skills
- General educational knowledge of classroom subjects
- Ability to read and understand lesson plans
- Ability to ensure that individual lesson plans are being enforced
- Knowledge of counseling students in relation to behavior
- Respect values, behaviors and traditions associated with different cultures



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- Knowledge of school policies related to attendance and discipline

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	Date	_____ Immediate Supervisor	Date
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_____ Human Resources	Date
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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.