



IN-SCHOOL SUSPENSION COORDINATOR

GENERAL RESPONSIBILITIES

Perform intermediate paraprofessional work monitoring the behavior of students assigned to in-school suspension, conducting in-school suspension programs, enforcing established rules and regulations.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitor students who have been assigned to in-school suspension.
- Check attendance daily and reports to attendance clerk.
- Explain expected conduct and achievement.
- Assign and check student work during suspension periods, review student progress.
- Discuss appropriate behavior with students.
- Discuss behavior of students with administrators, teachers, and parents.
- Monitor and report inappropriate behavior by students to administration.
- Monitor hallways before and after school.
- Escort students during break periods and lunch periods.
- Record and file records on students receiving after school detention.
- Hold after school detention.
- Maintain records on students receiving out-of-school suspensions.
- Mail letters about suspensions to parents.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of practices concerning in-school suspension programs and appropriate methods of dealing with misconduct; ability to understand and follow oral and written instructions; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to think and act quickly, effectively and responsibly under emergency situations; ability to establish and maintain effective working relationships with students, other employees and officials.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.
Experience working with children.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, stooping, grasping, fingering, repetitive motion, and reaching. Occasional standing and running. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/00. 7/20
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