

Poquoson City Public Schools
JOB DESCRIPTION

TITLE: In-School Suspension Coordinator

This position is __ exempt or X non-exempt

PRIMARY FUNCTION:

The In-School Suspension (ISS) Coordinator will oversee the In-School Suspension program under the direct supervision of the administrative staff.

MINIMUM QUALIFICATIONS:

Associate's Degree or higher; or High School Diploma or equivalent with additional 90 college credit hours from accredited institutions; or High School Diploma or equivalent with addition of passing a rigorous test as approved by the Virginia Department of Education for purposes of becoming highly qualified under the No Child Left Behind legislation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge and/or experience related to area of assignment
- Knowledge and practice of computer skills
- Demonstrates initiative and self-direction
- Ability to create and post bulletin board displays
- Ability to type, organize and file materials
- Exhibit flexibility and patience in working with all students, parents and staff
- Skilled in handling varied multiple duties
- Exhibit effective human relations and communication skills both orally and in writing
- Willingness to serve all students
- Ability to assist in the implementation of an instructional program and to participate in monitoring and ensuring appropriate student behavior, including outdoor activity areas, gymnasiums, or wherever needed
- Willingness to meet individual student needs (e.g., medical, personal hygiene, behavior)
- Sufficient strength, agility, and dexterity (able to lift 50 pounds unassisted)
- Possess sufficient mobility to perform hall and school ground-monitoring activities

GENERAL PERFORMANCE RESPONSIBILITIES:

- Supervise students assigned to the ISS program
- Request daily assignments for students and return completed work to teachers
- Report daily ISS student attendance
- Supervise students assigned to the after-school administrative detention program
- Consults with Special Education and Section 504 Service Coordinators to ensure compliance with IEPs and 504 Plans for students assigned to ISS
- Consults with nurse to ensure compliance of students' health-related requirements
- Maintains records on all students assigned to ISS
- Assists teacher under direct instruction in preparing and implementing daily lessons to students assigned to the ISS program
- Assists teacher in ensuring appropriate student behavior with implementation of behavior management and/or medical management plans
- Maintains confidentiality with regard to student records and information
- Implements or assists in fulfilling students' daily personal health maintenance tasks
- Serves bus, cafeteria, and or hall duty
- Performs clerical work related to instructional activities
- Participates in staff development activities related to area of assignment
- Performs other duties as assigned

TERMS OF EMPLOYMENT: 187 days per year –salary according to unified pay scale for highly qualified paraprofessionals

REPORTS TO: Building Administrators

EVALUATION: Evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel

APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION AND SUPPORT SERVICES-May 24, 2011

