



David Douglas School District #40

Classified Job Description

IN-SCHOOL SUSPENSION (ISS) MONITOR – MIDDLE SCHOOL

Schedule: 9 months per year
Class: 8

POSITION PURPOSE

Supervision of the In-School Suspension (ISS) room is the primary responsibility of this position. Students are placed in ISS if they have been removed from the classroom setting for any reason. They are also placed here if they have excessive tardies/absences or violate school rules outside the classroom.

NATURE AND SCOPE OF RESPONSIBILITIES

- Keep accurate attendance of student(s) using Synergy
- Update Google shared spreadsheet daily with students completing, serving ISS and/or missed detentions
- Assist students who have been assigned ISS
- Work with teachers to coordinate any make-up work that is necessary
- Maintain a quiet working environment
- Assist students in resolving conflict and help with transition back to a regular classroom setting
- Report to principal/vice principal any student infractions of the school code of conduct
- Be available to handle or assist in resolving conflicts and similar problem situations
- Make necessary referrals to the administration
- Escort students to and from ISS, classrooms, restrooms, cafeteria, principal's offices, etc.
- Regularly confer with the administration about activities and problems and make recommendations for solutions
- Support, re-direct/re-route and de-escalate student behavior and student misbehavior
- Deliver lunches to students
- Supervise and monitor students in lunch and/or afterschool detention
- Maintain copy room
- Run copies and manage supplies for teachers while following school protocols
- May have bus duty after school
- Assist in monitoring hallways
- Ability to make any necessary phone calls to parents
- May be assigned to support student learning in the classroom
- Perform other duties, as assigned by the principal

LIMITS OF AUTHORITY

This assistant will take no disciplinary action. When students misbehave or are in violation of school policy, this assistant will: request the student to return to the proper place, assume appropriate behavior, and/or notify the administration.

QUALIFICATIONS

- Must have 2 years of college or hold an Associates Degree or completed the district paraprofessional training
- High School diploma or equivalent
- Prior experience working with alternative/high school age students
- Knowledge of basic academic skills
- Possess basic word processing and technology skills
- Ability to exercise sound judgment in handling sensitive and confrontational situations
- Ability to relate with students and their requests for assistance
- Flexibility and patience in supervising and instructing students with a variety of skill levels
- An understanding of and empathy for students with special needs and familiarity with techniques for instruction and assistance

- Ability to plan and organize materials for use in instruction
- Ability to maintain a high level of ethical behavior and confidentiality of information regarding students and staff
- Experience with conflict resolution
- Possess basic phone etiquette and language skills
- Possess a good attendance record
- Fluency in a second language preferred

ESSENTIAL PHYSICAL REQUIREMENTS

High degree of physical stamina. Ability to move freely (walking and running) to various locations around the campus. Frequent standing, walking, and bending; occasional running. Exposure to noise and activity of a school setting; exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.