

Job Title: MONITOR, ISS
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: October 19, 2020

Primary Purpose

Supervise students assigned to in-school suspension (ISS) for disciplinary reasons. Maintain a highly structured and orderly environment.

QUALIFICATIONS

Education/Certification

Bachelor's degree preferred, a minimum of 60 college hours.

Special Knowledge/Skills:

Ability to work well with children
Ability to follow verbal and written directions
Ability to use personal computer

Experience

None

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Support

1. Work with classroom teachers and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Work with individual students to complete assignments given by classroom teacher.
3. Consult classroom teachers regarding student assignments.
4. Communicate with counselors to set up small group conferences based on needs.
5. Instruct students in character development.
6. Distribute, collect, and check student assignments for accuracy.
7. Maintain individual files of complete student assignments, and return to classroom teacher.

Student Management

8. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).
9. Record student attendance and discipline referral using personal computer.
10. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

- 11. Participate in staff development training programs, faculty meetings, and special events as assigned.
- 12. Perform other duties assigned by supervisor.
- 13. Assist with duty before and after school of students who are assigned to ISS.
- 14. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____