

In-School Suspension Coordinator
New Hanover County Schools

Job Description

Class: Certified
Dept: School

TITLE: **In-School Suspension Coordinator**

QUALIFICATIONS:

1. Bachelor's degree in education with a valid secondary teaching certificate in North Carolina.
2. Four or more years experience in the classroom with thorough knowledge of behavior management strategies.
3. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To help secondary students improve behavior and social interactions while maintaining academic success in a transitional environment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Adhere to a district plan of study for all students that emphasizes behavior modification, pro-social skills and core academics.
3. Employ instructional methods and materials that are appropriate for meeting stated objectives.
4. Assess the accomplishments, both academic and behavioral, of students upon completion of assigned time in in-school suspension and provide progress reports as required.
5. Create a classroom environment that is respectful, well-managed, and conducive to successful behavior and pro-social interaction.
6. Implement an effective referral and follow-up process.
7. Counsel with colleagues, students, and/or parents on a regular basis.
8. Plan and supervise purposeful assignments for teacher assistants.

9. Conduct ongoing program reviews, based on data analysis and measured results, to guide program direction and emphasis.
10. Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
11. Attend staff meetings, serve on staff committees and carry out non-instructional duties as required or assigned.
12. Attend district-wide meetings and trainings as required or assigned.
13. Perform related duties and responsibilities as required by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of the North Carolina Standard Course of Study.
- Ability to communicate clearly and concisely, both orally and in writing: ability to communicate well with school personnel, students and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate strong content knowledge
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to maintain order and discipline in a classroom.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of this job.