

**POSITION TITLE:** In-School Suspension Assistant

**QUALIFICATIONS:** Associate's degree or completion of 60 college credits from an accredited college or university recognized by the Virginia Department of Education. Bachelor's degree is preferred. Some specialized training or experience in education or counseling preferred; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Considerable patience and ability to work with students. Must possess some knowledge of, or the ability to accurately and quickly learn the practices and procedures of an in-school suspension program. Ability to follow oral and written instructions. Knowledgeable of a variety of academic subject areas preferred. Knowledgeable of and the ability to effectively apply methods for dealing with student misconduct. Must possess excellent human relations and communication skills. Must be able to supervise students with varying abilities, assist students with assignments, monitor student behavior, and mediate conflicts within a disciplinary setting. Must possess the ability to establish and maintain effective working relationships with students, parents and school staff. Strong ability to work with diverse populations. Bilingual skills to include Spanish are a plus.

**PERFORMANCE EXPECTATIONS:** Enforces adherence to established rules and regulations of the in-school suspension program and creates an effective climate for learning. Serves as a liaison between the classroom teacher and students assigned to the program to obtain and return the student's daily class work and homework. Provides instructional assistance and encouragement to students to complete their assignments. Communicates appropriate behavior, school rules, and regulations to students in the program; and explains to students the reasons for suspension and its impact on their education. Guides and encourages students to develop a positive attitude toward learning. Monitors students who have been assigned to in-school suspension and reviews student progress. Communicates with parents and classroom teachers regarding student behavior and progress. Reports inappropriate behavior by students to professional staff members. Escorts students during break/lunch periods and monitors hallways. Maintains daily attendance and other records of students assigned to the program. Reports the effectiveness of the program to the school administrative staff and makes suggestions for improvement. Models nondiscriminatory practices in all activities. Performs other job related duties.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Position is responsible for providing a supervised and structured environment for students assigned to the in-school suspension program within a school. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 107 for Associate's Degree or 60 credit hours and Pay Grade 108 for Bachelor's Degree

**LENGTH OF CONTRACT:** 191 Days (9.5 months) – 7 Hours

**FLSA:** Non-exempt