

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### IN-SCHOOL SUSPENSION (ISS) MONITOR

#### QUALIFICATIONS:

- (1) Minimum requirement - Associates degree, 60 college credits, or a passing score on the Florida Para Pro test.
- (2) Ability to establish a rapport with students and staff.
- (3) Desire to work with at-risk students.
- (4) Strong communication skills.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Knowledge of state statutes, regulations, and policies dealing with student discipline and control. Ability to interact favorably with students, parents, and teachers. Knowledge of school rules.

#### REPORTS TO:

Principal or designee.

#### JOB GOAL

To provide a positive and structured In-School (ISS) Suspension program that promotes positive academic, social, and behavioral performance in the students assigned to the program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Supervise students in ISS.
- \* (2) Monitor individual student progress while assigned to ISS.
- \* (3) Provide academic assistance for students as they complete their classroom work while in ISS.
- \* (4) Implement reflection and self-growth activities for student participants.
- \* (5) Consistently reinforce positive behavior and correct negative behavior.
- \* (6) Hold students accountable for their actions.
- \* (7) Provide guidance for students in appropriate behavior and interactions while at school.
- \* (8) Communicate with classroom teachers regarding student progress.
- \* (9) Request student work from classroom teachers as needed.
- (10) Perform additional duties as assigned.

#### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**In-School Suspension (ISS) Monitor (continued)**

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 5**

**Flagler Schools Strategic Framework – Academic Services**

**Salary Lane: Support LDZ**

**Approved 06/19/2018**