

## WOODBURN SCHOOL DISTRICT POSITION DESCRIPTION

**Position Title:** IN-SCHOOL SUSPENSION SUPERVISOR

**Reports To:** Appropriate Teacher(s) or Administrator

**Evaluated By:** Administrator

### MAJOR RESULTS EXPECTED:

1. Maintain a safe learning environment while supervising students in the classroom, cafeteria, hallway, bus loading and unloading areas, and other areas assigned.
2. Assist students in the development of behaviors and attitudes necessary to be successful in school.
3. Support the District Mission and Strategic Plan Objectives

### ESSENTIAL REQUIREMENTS:

1. Two years of college coursework and a minimum of two successful years of experience working with adolescents
2. 18 years of age or older
3. Ability to work harmoniously with and to communicate effectively (both orally and in writing) with students, parents/guardians, and staff
4. Ability to understand and follow oral and written instructions
5. Ability to maintain confidentiality
6. Possess knowledge of proper English usage, mathematics, and a basic understanding of the subjects in which this position is to provide assistance. Ability to speak, write and understand Spanish may be required for specified positions.
7. Ability to supervise and assist students who have been assigned to the In-School Suspension Room.
8. Possess basic clerical skills (i.e., word -processing, data base, operation of office equipment)
9. Ability to possess and maintain a valid First Aid card
10. Physical requirement may include:
  - A. Moderate degree of physical stamina
  - B. Ability to stand, walk, and bend frequently
  - C. Ability to physically restrain a student if needed
  - D. Possible exposure to bodily fluids in tending to students with injury or illness
11. Ability to work in inclement weather for short periods of time
12. Demonstrates support for the District Core Values, in the following manner:
  - Interacting with colleagues, community members, students and parents in a respectful and trustworthy manner.
  - Possesses an awareness and sensitivity to a variety of cultural practices and values.
  - Collaborates with peers, parents, students and community members.
  - Actively seeks out professional development opportunities.
  - Is accountable for actions and following through on personal and professional goals.
  - Holds high expectations for self, peers and students.
  - Assesses personal performance and student outcomes for improvement.

13. Such alternatives to the above requirements as the School Board or Administration may deem appropriate and acceptable

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the In-School Suspension Room, as well as other areas in the school with an understanding of, and provision for, a safe environment
2. Provides assistance and direction for students who have demonstrated at-risk behaviors.
3. Works cooperatively with classroom teachers, support staff and administration to best meet the needs of all students.
4. Assists in the instruction of students assigned to In-School Suspension, often without direct teacher supervision
5. Maintains a safe, respectful and productive learning environment.
6. Corrects papers and supervise testing and makeup work as assigned by the teacher.
7. Maintains accurate and complete records regarding student discipline and attendance.
8. Patrols halls, cafeteria, parking lots, and lavatories, and supervises students outdoors while loading and unloading buses as assigned
9. Assists with supervision of students during emergency drills, assemblies, and lunch periods.
10. Maintains a high level of ethical behavior and confidentiality when dealing with student Information.
11. Handles matters of discipline in accordance with the district's discipline policies and procedures.
12. Helps maintain a positive, schoolwide learning environment.
13. Participates in in-service training programs as assigned.
14. Attends meetings, i.e. staff, team, SST, etc. as assigned.
15. Performs such other as may seem appropriate by the Board and Administration

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Must possess and maintain a valid First Aid card
2. Annual Bloodborne Pathogens Training
3. Criminal Justice Fingerprint Clearance

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this position description.

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Employee Signature

\_\_\_\_\_  
Date

Adopted: December 2003