

**OZARK R-VI SCHOOLS
JOB DESCRIPTION**

TITLE: ISS Educator

QUALIFICATIONS:

Candidates must have:

1. Substitute certification or Teaching Certification
2. Ability to communicate effectively
3. Classroom Management Skills
4. Basic Technological Skills

REPORTS TO: Building Principal

JOB GOAL: To collaborate with building level principal in developing and implementing a successful In School Suspension program.

PERFORMANCE RESPONSIBILITIES:

Provide a quiet and structured environment and limited assistance to Academic Recovery students.

1. Implements an In School Suspension program for students who have been assigned a time away from classroom instruction as a consequence for violating a school policy.
2. Provide a quiet and structured environment and limited assistance to ISS students.
3. Monitor the safety, behavior, and productivity of students who are sent to ISS.
4. Document attendance and behaviors of ISS and Recovery students.
5. Follow Individual Behavior Plans of ISS and Recovery students and record necessary documentation as stated in each plan.
6. Handle behavior issues and confidential student information in a professional manner.
7. Coordinates with classroom teachers about academic work that students are assigned while in ISS.
8. Develops and implements character education and social stories that address specific behavior issues.
9. Communicates effectively, both orally and in writing, with administration, students, parents, and other professionals on a regular basis.
10. Models professional and ethical standards as directed in board policy when dealing with students, parents, peers, and community.
11. Establishes and maintains cooperative working relationships with students, parents and school staff.
12. Participates in training opportunities as established by building principal.
13. Meets professional obligations through efficient work habits such as: following meeting protocol, honoring schedules, and meeting collaborative assignment deadlines.
14. Performs other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the PBTE.

PHYSICAL DEMANDS: Ability to move around in the instructional area.

TERMS OF EMPLOYMENT: 9 months (At-Will) as per board policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by Building Principal

APPROVED BY SCHOOL BOARD: May 15, 2014