

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
SEABROOK, NEW JERSEY**

**JOB DESCRIPTION**

**TIME OUT MONITOR**

**QUALIFICATIONS**

1. Substitute teacher certification.
2. 60+ college credits.
3. Ability to work with youth in a balanced yet determined manner.
4. Professional work ethic.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO**

Assistant Principal – Special Programs.

**JOB GOAL**

To organize and implement a “time out” program for students during the regular school day.

**PERFORMANCE RESPONSIBILITIES**

1. Organize and implement a plan to collect and distribute academic work of students assigned to internal suspension.
2. Individually tutor students in various academic assignments as needed.
3. Organize and implement a multi-faceted remedial plan in student behavioral management.
4. Ensure assigned students remain studious and compliant with established rules of the internal suspension program.
5. Maintain close contact with Pupil Assistance Committee and Assistant Principals.
6. Develop individual behavioral management plans for students who frequent internal suspension on a consistent basis.
7. Adjust and modify program as needed in order to ensure the academic, behavioral, and therapeutic integrity of the program.
8. Monitor the activity of all assigned students at all times when on duty.
9. Provide other services as requested that will promote student learning and provide optimal support for students.
10. Comply with all local, state, and federal regulations as they apply to areas of responsibility.

**TERMS OF EMPLOYMENT**

Ten month school calendar. Salary as per CRBOE established hourly rate. Length of contract September 1 to June 30 of each school year.

**EVALUATION**

Performance of job will be evaluated by the Principal or Designee.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **February 12, 2009**  
AMENDED: **February 27, 2014**  
AMENDED: