

SEDALIA SCHOOL DISTRICT #200

Job Title: School Suspension Supervisor

Job Overview

- ISS/OSS salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Building Principal

Qualifications

- 60 College Credit Hours
- Substitute Certification by the State of Missouri
- Understanding the role of the school suspension supervisor and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Work with little or no supervision
- Maintain confidentiality in all aspects
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom
- Manage the suspension classroom and resource materials
- Orient students to the expectations of the suspension program
- Provide a quiet and safe atmosphere for students admitted to suspension
- Provide tutoring for all subject matter if needed
- Maintain individual records of assignments received by students and those turned into teachers
- Monitor individual behavior-complete "point sheets" for all students assigned to suspension
- Responsible for the safety, conduct and instruction of students in their charge and for students outside of class hours as assigned
- Maintain accurate records for student reporting (grades, attendance, IEP, etc.)
- Report problems or concerns to building administration in a timely fashion
- Report absent students to the attendance administrative assistant

- Take proper care of school facilities and equipment to prevent abuse and misuse
- Attend regular and special meetings as required by the administration
- Maintain communication and a working relationship with members of the staff
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Administrator

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.