

JOB TITLE: IN-SCHOOL SUSPENSION SUPERVISOR

QUALIFICATIONS: 1. Substitute Certification

REPORTS TO: Building Administrator

SUPERVISES: Students

JOB GOAL: To provide a structured alternative learning environment as  
Part of the West Plains High School student discipline program

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains regular attendance.
2. Maintains confidentiality, unquestionable integrity.
3. Maintains a safe environment for students, conducive to learning.
4. Reinforces the learning objectives and assignments as established by the teachers.
5. Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
6. Translates lessons into developmentally appropriate learning experiences.
7. Models lessons for students.
8. Uses effective Classroom Management techniques.
9. Establishes, shares and maintains standards of pupil behavior to achieve an effective learning atmosphere.
10. Anticipates and effectively addresses unforeseen crises associated with working with large groups of students.
11. Keeps appropriate records and files of completed assignments.
12. Assist in the compiling of teacher assignments for students assigned to in-school suspension.
13. Provides MAP-related items to students when regular assignments are completed.
14. Continues learning activities for the duration of the scheduled time.
15. Requires students to bring necessary materials and maintains extra supplies/textbooks in the ISS room.
16. Communicates student performance with corresponding teachers and administration

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(In-School Suspension Supervisor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Administrator)