

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** High School In-School Suspension/Student Support Teacher  
**Reports To:** Building Administrator

#### **SUMMARY**

Helps prevent and resolve student behavior problems and strive to modify pupil behavior to enable a successful return to the classroom for students needing support outside the regular classroom or those assigned to in-school suspension (ISS). The staff member will focus on proactive relationships and skill-building to provide students with tools for success in the academic setting.

#### **QUALIFICATIONS/REQUIREMENTS**

- Bachelor's Degree in Education
- Valid Missouri teaching certificate, grades K-12, 7-12, or 9-12 (any subject area)
- Special Education certification preferred

#### **ESSENTIAL JOB DUTIES**

- Supervises and manages students assigned to ISS.
- Creates a positive structure and atmosphere to support student behavior for the purpose of providing a safe and optimal learning environment.
- Supervises students in the classroom, hallways, cafeteria and throughout the building.
- Participates in professional learning opportunities to continue to develop appropriate skills and best practices to support student needs.
- Serves as a participant in various meetings (including parent meetings, building problem-solving teams, etc).
- Facilitates student re-entry from long-term absences or OSS.
- Serves as a mentor to students to process situations and plan for future success.
- Serves as a resource for students with a variety of needs (academic, behavioral, etc.).
- Teaches various strategies (organizational, social/emotional, learning, leadership, etc) to students in order to improve overall classroom performance.
- Responds to crisis situations in the school.
- Creates, maintains, and adapts individualized student action plans.
- Responds to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Adapts classroom work for the purpose of providing students with instructional materials; addressing individualized learning plans; and/or reinforcing classroom objectives.
- Collaborates with a variety of parties (e.g. instructional staff, other school personnel, parents, a variety of community resources, etc.) for the purpose of improving the quality of student outcomes, developing solutions; achieving established program objectives and/or and planning curriculum.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Building Administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policies. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certificated personnel.