

**Monroe-Gregg School District
Role Description**



Job Title: In School Suspension Supervisor/ Technology Paraprofessional

Location: Monrovia Middle School

Job Group: Classified- Exempt (Instructional Days)

Reports to: Principal

The ISS supervisor/technology paraprofessional provides support to the instructional program by supervising students who have been assigned to in school suspension or were removed from a classroom due to disciplinary reasons. The position is also the liaison between students/staff and the technology department. Weekly service hours are thirty-five (35) hours per week.

Essential Responsibilities:

- Monitors student behavior in the in-school suspension (ISS) classroom for the purpose of providing a safe and positive learning environment.
- Establishes classroom management procedures to ensure students are aware of ISS expectations.
- Reinforces appropriate behavior and ensures students stay on task.
- Refers students who violate program rules to the administrator.
- Assists students with assignments and answers questions as needed.
- Escorts students throughout the building (i.e., restrooms, cafeteria, classrooms, etc.)
- Performs general clerical/support functions (i.e., attendance, passes, etc.)
- Provides verbal or written feedback of observations for the purpose of informing administration of student behaviors.
- Maintains a substitute folder to ensure classroom continuity in the event of an absence.
- Supports student supervision by participating in non-ISS duties, including but not limited to, morning/afternoon supervision of buses and/or parking lots, lunch duty, etc.
- Substitutes for classroom teachers or other areas of the high school depending on building needs.
- Supports student supervision by providing a quiet space for students during weekly WIN time and when high school faculty may be absent, and coverage is needed.
- Provides coverage for the back on track program when the lead paraprofessional is absent.
- Serves as the technology liaison between the middle school and technology department by providing basic level maintenance and support. Refers advanced needs to the technology department as needed.
- Tracks loaner chrome books and keeps records of use.
- Notifies the building principal of chrome book claims and reoccurrences to help ensure timely payments.
- Remains proficient in the use of educational software (i.e., Skyward, Go Guardian, Follett, Edmentum, and Five-Star Help Portal, etc.)
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents/guardians, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains regular daily attendance following the expectations of the classified handbook.
- Completes online safety training in a timely manner and participates in safety drills to remain fully knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the building principal regarding issues and concerns.
- Other duties as assigned by the building principal.

Essential Qualifications:

- High school diploma or equivalent.
- Previous relevant experience in an educational or library setting is an asset.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant hand-eye/mind-eye coordination, intermittent filing, grasping, and walking.
- Frequent balancing, bending over, carrying, climbing, crouching, holding, indexing, inserting, lifting, sitting, standing, stooping, talking, turning, and typing. Frequent repetitive motion of wrists, hands, fingers.
- Hearing and speaking to exchange information with the ability to speak in a clear and loud voice.
- Requires visual concentration on detail, dexterity, and precision.
- Experiences frequent interruptions.
- Lifting, carrying, pushing, and pulling up to 20 pounds.

Environmental Conditions:

Works in a school building around others. The noise level is usually low to moderate but can arise to high volume during student behavior episodes. The job is performed under conditions with a higher-than-average risk of injury. Exposure to illness including communicable diseases is possible.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature

Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.