



IN-SCHOOL SUSPENSION COORDINATOR

GENERAL RESPONSIBILITIES

Perform intermediate paraprofessional work monitoring the behavior of students assigned to in-school suspension, conducting in-school suspension programs; enforcing established rules and regulations.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitor students who have been assigned to in-school suspension.
- Check attendance daily and reports to attendance clerk.
- Explain expected conduct and achievement.
- Assign and check student work during suspension periods; review student progress.
- Discuss with students appropriate behavior.
- Discuss behavior of students with administrators, teachers and parents.
- Monitor and report inappropriate behavior by students to administration.
- Monitor hallways before and after school.
- Escort students during break periods and lunch periods.
- Record and file records on students receiving after school detention.
- Hold after school detention.
- Maintain records on students receiving out-of-school suspensions.
- Mail letters about suspensions to parents.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of practices concerning in-school suspension programs and appropriate methods of dealing with misconduct; ability to understand and follow oral and written instructions; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to think and act quickly, effectively and responsibly under emergency situations; ability to establish and maintain effective working relationships with students, other employees and officials.

EDUCATION AND EXPERIENCE

High School Diploma or GED. Experience in working with children.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 6/00
-------------------------	------------------------