

USD 313 EDUCATIONAL SUPPORT STAFF POSITION DESCRIPTION

POSITION TITLE: In School Suspension (ISS) Supervisor - PHMS

SUPERVISOR: Assistant Principal / Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:

1. Provide supervision of students assigned to ISS ensuring they stay on task to complete assignments and provide curriculum help when asked.
2. Prepare and distribute a weekly report regarding failing grades of delinquent and ineligible students.
3. Provide office and clerical support to ensure the smooth operation of the Middle School.
4. React to change and frequent interruptions in a productive and positive manner; meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
5. Ensure all activities conform to district guidelines for the purpose of continuity within the district.
6. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013