



JOB DESCRIPTION

CLASS TITLE: PARAPROFESSIONAL-IN-SCHOOL SUSPENSION (ISS)

BASIC FUNCTION:

Under the direction of the Principal, observe and supervise student behavior in an assigned In-School Suspension (ISS) classroom and or other school location; reinforce instruction to individual or small groups of students in a variety of subjects; work independently with identified students in an ISS classroom; administer and score tests and assessments; ensure the well-being and safety of students; ensure student compliance with school and organizational rules and procedures; provide information to teachers, parents and/or other personnel on students behavior and progress.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Monitor and supervise student behavior in an assigned In-School Suspension (ISS) classroom and other environment including during lunch detentions, before or after school detentions.

Assist individual or small groups of students reinforcing instruction in basic academic subjects; confer with the teacher concerning lesson plans and materials to meet student needs; oversee student drills, practices and assignments in various subjects.

Assist students in completing classroom assignments, applications, homework and projects in various academic subjects; work independently with students in an ISS classroom; proctor, administer tests or assessments

Implement behavior plans when defined by the referring teacher, administrator and/or counselor.

Ensure student understanding of ISS classroom rules and procedures; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Enforce school and organizational rules, regulations and procedures; write student referrals as necessary.

Perform general record keeping and clerical functions, including maintaining attendance

logs and activity reports.

Assist in identifying students as at-risk for drugs and alcohol involvement and provide intervention support and referrals as appropriate; refer students under the influence or exhibiting self-defeating behaviors to site administrator.

Ensure the health and safety of students by following established District policies practices and procedures; maintain ISS classroom learning environment in a safe, orderly and clean manner.

Communicate with students, parents, teachers, administrators, staff and others concerning student behavior, assignments, referrals and assigned activities; report incidents involving students to school administrators; collaborate with school security staff, assigned police officer or outside agencies to resolve conflicts or address concerns relating to assigned students.

Maintain confidentiality of student information; prepare files, notices, logs and documentation as required.

Operate a variety of classroom and office equipment including a computer and assigned software; operate a two-wat radio.

Attend meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Adolescence guidance principles, practices and teen behavior characteristics, especially as they relate to students with special learning needs, emotional and behavior disorders.

Basic methods of individual and group supervision.

Basic subjects taught in local schools, including arithmetic, grammar, spelling, language, vocabulary, science and reading.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation, vocabulary, reading and writing skills.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment including a computer and assigned software.

General behavior and crisis management techniques.

Techniques used in providing positive behavior support and motivating students.
Basic arithmetic computations.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic record-keeping techniques.

ABILITY TO:

Reinforce instruction to individual or small groups of students.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Ensure student compliance with school and organizational policies and regulations.
Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, teachers, administrators and staff.
Establish and maintain cooperative, empathetic and effective working relationships with others.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Observe health and safety regulations.
Maintain confidentiality of student information.
Perform basic arithmetic calculations.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college course work in psychology, education, child growth and development or related field and one year experience working with middle/high school students with demonstrated behavioral adjustment problems in an educational or organized learning environment.

LICENSES AND OTHER REQUIRMENTS:

Requirements specified under Every Student Succeeds Act (ESSA). Special qualifications supported by Title I funds include:

- Completed at least two years of study at an institution of higher education or,
- Obtained an associate's or higher degree (college level) or,
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing and mathematics.

REQUIRED TESTING:

Job-Related Proficiency Examination.

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance.
TB Clearance.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; significant fine finger dexterity. Generally, the job requires 30% sitting, 25% walking, and 45% standing. The job is performed under some hazardous conditions.

ENVIRONMENT:

Indoor/Classroom environment.
Fast-paced environment with changing priorities.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials and monitor student activities.
Hearing and speaking to exchange information.

HAZARDS:

Contact with dissatisfied or hostile individuals.

FLSA Status

Bargaining Unit

Salary Range

Approval Date

Non-Exempt

Teams 2

20

10/22/19