

MONONA GROVE SCHOOL DISTRICT

Board Policy 541.23

Paraprofessional – In-School Suspension Supervisor (Job Description)

- Qualifications:
- (1) Minimum of a two-year associate degree in related field.
 - (2) A sincere interest in, positive attitude toward, and enthusiasm for working with various ages of students.
 - (3) Ability to empathize with children and to remain composed and patient with difficult behavior.
 - (4) Ability to follow directions and carry out assigned tasks independently and in an organized manner.
 - (5) Good oral and written communication skills.
 - (6) Good interpersonal skills to work with a variety of young people and adults.
 - (7) Commitment to high professional standards, ethics, and confidentiality.
 - (8) Effective public relations skills.
 - (9) Ability to maintain student confidentiality.
 - (10) Demonstrated knowledge of conflict resolution, problem solving, and people skills.
 - (11) Ability to make judgments.
 - (12) Must meet any additional qualifications established by the district.

Reports To: Building Principal

Job Goal:

To manage a well-organized, effective in-school suspension program. This includes assisting with tasks that promote an orderly, safe environment and effectively communicating with teaching staff and administration regarding assignment completion and behavioral objectives.

Performance Responsibilities:

1. Provide supervision of the in-school suspension room and related assignments.
2. Work closely and communicate effectively with the Assistant Principal and the Attendance Secretary regarding students assigned to in-school suspension.
3. Maintain an orderly, safe environment conducive to learning.
4. Assist with the necessary paperwork and record keeping for students sent to the in-school suspension room.

5. Maintain a daily log of students assigned to in-school suspension.
6. Facilitate assignment returns to staff members.
7. Assist individuals in completion of work assignments or projects.
8. Perform such other duties as assigned with the Board's authority, the Collective Bargaining Agreement and state statutes and as assigned by the Building Principal.
9. Maintain SASI database of all ISS student referrals.
10. Provide written documentation, when needed, of acute behavior problems experienced by referred students.
11. Facilitate communication to parents/guardians of referred students whose behavior when referred violates ISS codes of conduct.
12. Work with Administration and Guidance Department to recommend additional services referred students might benefit from.

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

School year position. Specific work schedule to be determined annually by the administration. Wages, benefits, hours and working conditions to be established through the collective bargaining process.

Evaluation:

Performance of paraprofessionals will be evaluated in accordance with Board policies and the Collective Bargaining Agreement.

CROSS REFERENCES: Board Policy 538, Staff Evaluation
Employee Agreement
BOARD APPROVAL: December 8, 2004