

POSTING

01/06/2020

**SCHOOL CITY OF EAST CHICAGO
VACANCY
IN-SCHOOL SUSPENSION SPECIALIST**

POSITION: In-School Suspension Specialist
SCHOOL: High School/Elementary
REPORTS TO: Building Principal and Assistant Principal

Job Summary: Supervise and monitor students assigned to the In-School Suspension Program

Qualifications:

- High School Diploma/GED

Knowledge and Abilities:

- Applicants should have knowledge of school and classroom rules, procedures and practices.
- Applicant must have the ability to interpret and establish appropriate rules, methods and techniques in maintaining a disciplined academic environment.
- Applicant must have strong interpersonal skills and patience.
- Applicant must have experience working with students and knowledge of conflict resolution techniques is strongly encouraged. Able to diffuse and react to potential volatile situation and take appropriate action.
- Applicant must have experience with high school age students.

Duties and Responsibilities

1. Provide supervision for students who are assigned to the In-School Suspension classroom.
2. Take daily attendance.
3. Review in-school suspension policies, procedures and student expectations with students daily.
4. Work with students and or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that results in student being assigned to ISS.
5. Monitor all ISS assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate.
6. Ensure students have security escorts to the bathroom.
7. Emails teacher 24 hours in advance for work request and complete Work Completion Logs for all students assigned to the room.
8. Facilitate and arrange delivery of student lunches when necessary.
9. Refer behavior problems to assistant principal.

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START DATE: Upon Board Approval

TERMS OF EMPLOYMENT: Part-time /7.5 hours a day/ Follow the teacher/student calendar

SALARY RANGE: \$18.00 per hour Non-Exempt/No Benefits

APPLICATION DEADLINE: Friday, January 24, 2020

Please submit a letter of Interest and Credentials/resume to:

Office of Human Resources
School City of East Chicago
1401 E. 144th Street
East Chicago, IN 46312
HumanResources@ecps.org

Apply [online@:https://rds.ecps.org/rdsonlineapp/](https://rds.ecps.org/rdsonlineapp/) applies to out of district applicants)

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