



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	In-School Suspension Monitor
Payroll/Personnel Type:	10 Month
Job #:	7020
Reports to:	Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

This position will be responsible for supervising ISS classrooms, monitoring work, maintaining documentation, monitoring attendance and discipline and communicating with parents.

Essential Functions:

- Responsible for supervision in the ISS classroom
- Responsible for student assignments received from suspending teacher
- Maintain a learning environment conducive to learning
- Monitor assigned work to ensure students stay on task
- Monitor attendance and discipline while assigned to ISS
- Create and maintain other related documentation on students assigned to ISS
- Prepare reports on documentation for analysis
- Make written recommendations through established procedures for students with special needs
- Make contact with parent/guardian of suspended student
- Prepare ISS exit report for principal's approval of student's return to main cohort body
- Develop a plan for behavior modification exposure
- Collaborate with teacher, staff and social workers to provide necessary support
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Word and Excel
- Strong interpersonal skills to work with students, parents and staff
- Provide strong leadership through helping students with an array of challenges
- Maintain strong classroom management skills
- General educational knowledge of classroom subjects
- Ability to read and understand lesson plans
- Ability to ensure that individual lesson plans are being enforced
- Knowledge of counseling students in relation to behavior
- Respect values, behaviors and traditions associated with different cultures

Experience:

- Equivalent combination of education and experience
- Three year's experience working with at-risk students and/or one-year classroom management experience



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