



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: In School Suspension Monitor

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Bachelor's degree preferred
- Must possess and maintain a current Substitute Teacher or Teacher certificate through the Missouri Department of Elementary and Secondary Education.
- Experience with school age children.
- Good interpersonal skills.
- Competent in core instructional subjects.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: 179 days (refer to annual work calendar)

PERFORMANCE RESPONSIBILITIES:

1. Provide a quiet and safe atmosphere for students admitted to In-School Suspension.
2. Provide videos applicable to the individual behavior problem - fighting, respect, problems at school/home, sexual harassment, smoking, drinking, etc.
3. Provide tutoring for all subject matter if needed.
4. Maintain contact with a student's teachers regarding assignments, special needs, etc.
5. Maintain daily, monthly and annual records indicating: admissions by grade, admission by "behavior".
6. Maintain individual records of assignments received by students and those turned into teachers.

In School Suspension Monitor (continued)

7. Monitor individual behavior - complete "point sheets" for students on that program.
8. Attend staff meetings – building and district.
9. Report, each day, to the appropriate building principal regarding the next day's In School Suspension roll.
10. Report any absent students to attendance secretary.
11. Provide conflict mediation counseling as needed or requested.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Other duties as assigned by administration.