

**Cape Girardeau Public School District No. 63**  
**Job Description**

---

**Job Title:** In School Suspension Teacher

**Terms of Employment:** 10 month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal

**Brief Description of Position:**

The In School Suspension staff member will implement an alternative program which provides a structured environment for those students who are in continual violation of school policy. The alternative program is designed to assist these students with developing self-management skills and strategies.

**Required Qualifications:**

- Bachelor's degree
- Valid Missouri Teacher Certificate
- Successful student teaching
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Must be able to handle and react to potential volatile situations and take appropriate action
- Knowledgeable of teaching techniques that meet the diverse needs of students
- Demonstrate skills in computer word processing, spreadsheets and data bases
- Experience in formative assessments, cooperative learning techniques, and data analysis

**Preferred Qualifications:**

- Working knowledge of Professional Learning Communities

**Essential Duties and Responsibilities:**

- Provide supervision for students who are assigned to the In School Suspension (ISS) classroom.
- 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 resulted in student being assigned to ISS.
- Monitor all ISS assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate.
- Collaborate regularly with colleagues in order to improve instruction and to employ common assessment.
- Assess the progress of students on a regular basis, provide progress reports as required and communicate with parents regularly.
- Seek the support of district specialists when concern arises regarding student progress.
- Ensure the classroom environment is safe, healthy and conducive to learning and the materials are in good condition and accessible to all students.
- Performs other related duties as assigned by Principal.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

---

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: August 1, 2013