



JOB DESCRIPTION

Number:	Title:	In-School Suspension Paraprofessional
Nature of Position	This position is responsible for providing support for the In-School Suspension program under the direction of the Principal.	
Reports To	Title: School Principal or Assistant Principal	
Education	Required	<ul style="list-style-type: none"> High school diploma
	Preferred	<ul style="list-style-type: none"> Associate's degree from an accredited college or university
Experience, Skill, Know-how and Certification	Required	<ul style="list-style-type: none"> Must meet Highly Qualified criteria for state licensure of either: <ul style="list-style-type: none"> 2 years of college course credits; Associate's degree; or Passing grade on the state approved assessment. The ability to manage the behavior of students attending in-house suspension. The knowledge of basic high school curriculum content and lesson plan design. The ability to work cooperatively with both adults and students. The ability to work with students to reinforce material initially introduced by the regular classroom teacher; The ability to guide students with independent study and enrichment work; and The knowledge of basic computer operations and experience with typical business software programs.
	Preferred	<ul style="list-style-type: none">
Duties and Responsibilities	<p>Under the direction of the administrative team:</p> <ol style="list-style-type: none"> Implements an ISP based on student academic and behavioral needs. Employs instructional methods and materials that support assigned lessons from teachers and enable the student to successfully return to scheduled classes. Delivers individual instructional support by assisting students with academic assignments developed by the regular classroom teachers, which will reinforce classroom instruction and assist the student in maintaining continuity of his educational program. Sets and maintains high standards of classroom behavior. Makes provisions for being available, with school administrative team, to the students and parents for purposes related to the in-house suspension program. Maintains accurate and complete records concerning the in-house suspension program. Participates in in-service training programs. Performs other duties as assigned. 	
Terms of Employment	Incumbents are considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. This is a 190 day position. Grade 5, Non-exempt. Revised 09-15	
Approvals	Director Level	
	Chief Level	
	Human Resources	

	Superintendent	
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JOB DESCRIPTION SUPPLEMENT

Number:	Title: In-School Suspension Paraprofessional
Non-Essential Responsibilities	<p>A responsibility is considered to be “non-essential” (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ol style="list-style-type: none"> 1. it is shared between multiple incumbents in the job; or 2. it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the “Duties and Responsibilities” section for those responsibilities that could be considered “non-essential” based on this definition.</p>
	(None)
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensor effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input checked="" type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting of up to _____ pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input type="checkbox"/> Other: _____</p>	