

TITLE: In-School Separation Monitor

DATE: December 2000

DEPARTMENT Hannahville Indian School

DATE REVISED: October 1, 2002

DIVISION: N/A

POSITION SUMMARY: Monitor students who have suspended from their appropriate classroom and assigned to in-school suspension. Insure that students behave appropriately, and accomplish class work as assigned by the teacher.

SUPERVISION RECEIVED: Works directly for the Principal and Asst Principal

SUPERVISION EXERCISED: N/A

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Keep accurate records of student detention time per Powerschool log.
2. Flexibility to provide classroom coverage and teach to various grade levels.
3. Monitor and supervise students serving in-school separation or detention.
4. Ability to offer academic assistance for a variety of subject areas and grade levels.
5. Possess written and oral communication skills
6. Records and document daily classroom activities.
7. Assist students in a professional, reasonable, and appropriate manner.
8. Maintain a professional and composed demeanor while interacting with students at all times, including students in crisis situations.
9. Follow procedures and due process as outlined by Code of Conduct.
10. Maintain disciplinary records for annual reports per Powerschool program.
11. Maintain disciplinary records for individual student reports per Powerschool program.
12. Possess considerable keyboarding skills, with willingness to utilize a variety of computer programs.
13. Maintain and update student files.
14. Maintain an organized student learning environment.
15. Ability to work independently with minimal supervision.
16. Complete other duties as assigned to include systems support.

PERIPHERAL DUTIES: All other duties as assigned.

DESIRED QUALIFICATIONS: Must have Valid Michigan Secondary Teaching and /or K-12 Counseling Certification. Experience working with, and teaching to, at risk youth.

TOOLS and EQUIPMENT USED: Telephone, computer, copier and fax machines.

PHYSICAL DEMANDS: The employee must be in good physical and mental health.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work setting is in a class room. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES: Completed employment application, oral interview and reference check; a job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____ Date _____
Employee

Signature _____ Date _____
Principal

Signature _____ Date _____
Administrator