



City of St. Charles School District

IN- SCHOOL SUSPENSION SUPERVISOR

Reports to:	Building Principal
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To create a flexible instructional program and a class environment favorable to learning and personal growth; to establish effective rapport with students assigned to the classroom; to motivate pupils to develop attitudes and knowledge needed to ensure that effective learning occurs for each child, every day.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Effectively utilizes district technologies appropriate to the position and assumes responsibility for attending district training needed to successfully perform designated responsibilities as directed by supervisor.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Teaches district-approved curriculum.
- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil.
- Translates lessons into developmentally appropriate learning experiences.
- Models lessons for students.
- Uses effective Classroom Management techniques.
- Establishes, shares, and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of children.
- Keeps appropriate records and files of completed assignments.
- Assist the administration in the compiling of teacher assignments for students assigned to in-school suspension.

SUPERVISORY RESPONSIBILITIES:

Supervises students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Degree(s) required in major area of study.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Missouri Teaching Certificate.

COMMUNICATION SKILLS:

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry that are directly related to the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective relationships with student, peers, and parents.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

In School Suspension
Revised SY 2004-2005
Revised SY 2023-2024