



EMPLOYEE NAME: _____

Revised: 11/90; 12/90; 6/92; 8/92; 2/93; 1/94; 2/94; 11/94; 5/95; 2/97;
4/01; 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: ISS Teacher, Middle School	JOB CODE: 122
DIVISION: Leadership	SALARY SCHEDULE: Teacher
DEPARTMENT: Leadership	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (4, 5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To supervise students assigned to in-school suspension and to provide them with instructional assistance that enables them to learn and achieve as much as possible while assigned to in-school suspension.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Valid Georgia Teaching Certification
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides appropriate instructional assistance and support for students.
3.	Exhibits professionalism in all job related situations; follows professional ethics in all work related activities; presents a personal appearance which enhances the image of the school.
4.	Coordinates and communicates with classroom teachers in assisting students in the continuation of classroom assignments.
5.	Adheres to local school procedures and regulations in a supportive manner; demonstrates loyalty to the school and its leadership; avoids behavior which detracts from staff morale; works cooperatively with colleagues and the community; helps maintain a positive, cooperative climate.
6.	Coordinates with the student support staff to provide needed services.
7.	Promotes a positive school environment that enhances student learning.
8.	Plans for instruction according to policies and/or directives.
9.	Makes referrals on students in need of further remediation and/or counseling.
10.	Interacts with students, individually and/or in groups, to assist them in accepting responsibility for their behavior and for changing that behavior.
11.	Keeps current records on all ISS students and submits accurate paperwork on schedule.
12.	Maintains required work schedules in a punctual manner.
13.	Prepares adequately for responsibilities to be assumed when absent.
14.	Accounts for student attendance and punctuality.
15.	Follows all county, state, and federal policies and procedures.
16.	Maintains structure and discipline in the ISS room and directs the conduct of students in accordance with policies and procedures.
17.	Takes all reasonable measures to protect students' health and safety.
18.	Seeks to improve through professional development and evaluation activities.

19.	<p>RESPONSIBILITIES WHEN NOT SUPERVISING ISS STUDENTS:</p> <p>A. Plans and prepares the ISS delivery model to include, but not limited to (1) appropriate physical environment, (2) schedules and procedures, (3) information/communication plan for school staff members, (4) life skills preparation, and (5) resource file for students.</p> <p>B. Provides services and/or support for at-risk students, school-wide (1) registration/orientation, (2) student cumulative records/guidance activities, (3) instructional program activities, (4) student management, and (5) student attendance.</p>
20.	Maintains prompt and professional communication with parents.
21.	Performs other duties as assigned by appropriate administrators.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____