

**SOUTH AMBOY SCHOOL DISTRICT
SOUTH AMBOY, NJ 08879**

JOB DESCRIPTION

Part-Time In-School Suspension Teacher – Middle High School

CERTIFIED

TITLE: PART-TIME (PT) IN-SCHOOL SUSPENSION TEACHER – MIDDLE HIGH SCHOOL

BASIC FUNCTION:

The PT In-School Suspension (ISS) Teacher is responsible for the In-School Suspension Program. The PT ISS Teacher will facilitate the class work of the students assigned to the program.

QUALIFICATIONS:

Holds appropriate New Jersey Substitute and/or Teacher certificate. Standard Teaching Certificate preferred

PRIMARY FUNCTION:

Assists the principal and vice principal(s) as it relates to supervising the students that are placed in In-School Suspension on a daily basis

REPORTS TO: Principal and/or Vice Principal as directed in accordance with established Board of Education Policies

SUPERVISES: In-School Suspension students

MAJOR DUTIES AND RESPONSIBILITIES:

1. Facilitates the academic schedule with the In-School Suspension Program
2. Keeps accurate records of attendance and academic lessons for student in the In-School Suspension Program
3. Supports specific student assignments when requested and provided by teachers
4. Delivers student work to appropriate teachers
5. Models excellent classroom management practices
6. Assists in the development of an appropriate program to promote positive discipline and behavior
7. Other duties as required by the principal and vice principal

TERMS OF

EMPLOYMENT: The PT ISS per diem rate of pay for this position is 20% of BA/STEP 1 on the SAEA salary guide based on 80 days. This ISS program will not exceed a total of 80 days for the entire school year.
The PT ISS teacher's daily schedule will run from 7:57 am to 3:00 pm each day.
The PT ISS teacher will receive no benefits for this position (i.e. health, sick/PD, etc.).

EVALUATION: Performance shall be evaluated by the Building Principal consistent with Board Policy, State Law and Code where applicable

Approved by: South Amboy Board of Education

Date Adopted: August 22, 2016

Revised: