

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Teacher, In-School Suspension, M/J</b>	<b>Job Code: 51024</b>
<b>Job Classification:</b>	<b>07 Regular Classroom Teachers</b>	<b>EEO Line: 28</b>
<b>Job Class Category:</b>	<b>A Instructional Personnel</b>	<b>Job Description Supplement Code: 10</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Salary Locator: Instructional Schedule</b>

### SUMMARY:

Supervise students who are assigned to in school suspension for disciplinary actions.

### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution
- (2) Valid State of Florida Educator's Certificate or Statement of Eligibility
- (3) Satisfactory criminal background check
- (4) ESOL Endorsement/Certification preferred

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (5) Ability to utilize in-class assessments to shape lessons and drive instruction
- (6) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations in your art studio
- (7) Proven record of achievement as evidenced by student work, learning and data
- (8) Ability to student curriculum and Common Core Standards for grade levels taught and do the intellectual work needed to deliver instruction at a high level.
- (9) Ability to adjust tasks and schedule to changed priorities

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Establish high standards and expectations for all students to accept responsibility for behavior.
- (3) Supervise students and consistently administer rules regarding student behavior during detention.
- (4) Inform students of rules and expectations.
- (5) Maintain an atmosphere in which students are expected to remain seated and silent during the time period.
- (6) Work with the administration to have in-school serve as an effective preventative disciplinary technique.
- (7) Assist students as needed with homework or instructional assignments.
- (8) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (9) Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
- (10) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (11) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (12) Use excellent written and oral English skills when communicating with students, parents, and colleagues

- (13) Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
- (14) Discipline students in a fair and consistent manner, using school approved procedures.
- (15) Establish a professional rapport with students that earns their respect.
- (16) Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
- (17) Plan and adjust the learning experiences accordingly, requesting advice and assistance from administration when appropriate.
- (18) Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
- (19) Employ a variety of methods for students to demonstrate learning and accomplishments.
- (20) Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
- (21) Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
- (22) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (23) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (24) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (25) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (26) Attend required staff meetings and serve, as appropriate, on staff committees.
- (27) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (28) Complete the required State-approved continuing professional development in accordance with State and district procedures.
- (29) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (30) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (31) Perform any other duties as assigned by Principal(s)

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVALS:**

February 2004  
Amended: May 20, 2014