

## **Columbus Public Schools In-School Suspension Supervisor**

It is the policy of Columbus Public Schools to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, admission policies, employment policies or other administered programs. People requiring accommodation to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** In-School Suspension Supervisor
- B. Department:** High School Office
- C. Education Level and Certification:** High school degree
- D. Reports To:** Principal
- E. Performance Responsibilities and Job Tasks**

The ISS Supervisor/Aide is responsible for managing students assigned to in-school suspension for disciplinary reasons. The role ensures a structured and supportive environment that promotes learning and behavioral improvement. Duties include supervising students, maintaining discipline, assisting with academic assignments, and coordinating with teachers and administrators.

### **Student Supervision & Behavior Management:**

- 1. Maintain a safe and orderly learning environment.
- 2. Monitor student behavior and reinforce appropriate conduct.
- 3. Ensure students remain on task and follow ISS rules.
- 4. Address behavioral concerns and escalate issues to administration when necessary.

### **Academic Support:**

- 5. Distribute, collect, and facilitate student completion of assignments.
- 6. Assist students with coursework and provide guidance as needed.
- 7. Communicate with teachers to obtain assignments and updates.

### **Record Keeping & Reporting:**

- 8. Maintain accurate attendance records for ISS students.
- 9. Document student behavior and progress while in suspension.
- 10. Provide reports to teachers and administrators.

### **Collaboration & Communication:**

- 11. Work closely with administrators, teachers, and counselors to support student success.
- 12. Participate in staff meetings and professional development opportunities.
- 13. Maintain confidentiality regarding student records and disciplinary actions.

### **Additional Duties:**

Assist with clerical tasks and school operations as assigned.

14. Support school discipline initiatives and restorative practices.
15. May assist in behavior intervention strategies and conflict resolution.

**Qualifications & Skills:**

16. High school diploma or equivalent required; post-secondary education preferred.
17. Experience working with adolescents in an educational setting.
18. Strong classroom management and behavior modification skills.
19. Effective communication and interpersonal abilities.
20. Ability to maintain composure in high-stress situations.
21. Basic clerical and record-keeping skills.

**Work Environment & Expectations:**

22. Work takes place primarily in a classroom setting with frequent interaction with students.
23. Requires the ability to address disciplinary issues with professionalism and fairness.
24. Must be able to handle occasional disruptions, high-energy environments, and challenging behaviors.
25. This role plays a critical part in supporting students' academic progress and personal development while maintaining a structured and positive learning environment.

**F. FLSA Exempt Status:** Non-exempt.

**G. Essential Functions:** The essential functions of the Secretary position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and performance responsibilities which require effective teaching and communication skills; and (3) the ability to perform the following identified physical requirements.

**H. At-Will Position.** This position is an "at-will" position and may be terminated, with or without cause, at any time in the sole discretion of the Superintendent or Superintendent's designee.

**PHYSICAL REQUIREMENTS:**

**Never 0%, Occasional 1-32%, Frequent 33-66, Constant 67%+**

Occasional: standing, bending, reaching, typing, data entry, finger motion, climbing, lifting up to 10# max

Frequent: Sitting, walking

**WORKING CONDITIONS:**

- A. Inside (air-conditioned bldg.)
- B. Hazards: Communicable disease, stairs