

TITLE **Teacher – In-School Suspension**

- QUALIFICATIONS**
1. Valid Tennessee teacher’s license;
 2. Experience with working with at-risk students; and
 3. Meets health and physical requirements.

JOB GOAL **To maximize educational opportunities for students who have been temporarily suspended from their normal school setting.**

ESSENTIAL FUNCTIONS

1. Monitor students and assigned work of students until ready to return to normal school setting;
2. Supervise activities to stimulate student’s interests in and broaden understanding of their physical and social environment;
3. Foster cooperative social behavior through games and group projects to assist students in forming positive relationships with other students and adults;
4. Encourage students to maintain standards of classroom behavior;
5. Observe students to detect signs of ill health or emotional disturbance;
6. Discuss students’ problems and progress with parents, appropriate teachers, and administrators;
7. Develop and maintain a classroom environment conducive to learning;
8. Assist in upholding board policies, school rules, and administrative regulations;
9. Maintain accurate attendance records;
10. Represent the school and community in a positive manner;
11. Report to the principal when he/she becomes aware of or reasonably suspects that a child’s health or welfare has been, or appears to have been, harmed as a result of abuse or neglect; and
12. Perform other work-related duties as assigned.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 pounds, with frequent lifting and/or carrying of objects weighing up to 15 pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Good organizational skills.
6. Demonstrates the ability to implement innovative ideas.
7. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: Ability to move the hands and fingers easily.

WORK CONDITIONS

Normal working environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.