



Job Description

Job Title: ISS Monitor

Reports to: Building Administrator

Qualifications/Job Requirements:

Highly Qualified Paraprofessional as defined by the state of Tennessee in **ONE** of the following ways **before being hired**:

- Completed at least 48 college semester hours- The state equates 48 semester hours (including remedial courses), as the equivalent of two years of college. Developmental courses may count toward the 48 hours. The state **DOES NOT** require the coursework or associate's degree be in any specific subject or field. The nature of the coursework or degree is left to the discretion of the school system. **HOWEVER**, the coursework **MUST** have been obtained from an accredited institution of higher education;
- Obtained an associate's degree or higher; **OR**
- High School Diploma or GED AND Pass the Praxis ParaPro Assessment as the statewide test for paraprofessionals **prior to being hired (\$55 at the applicant's expense)**
- Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands; occasional lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Responsibilities and Essential Functions:

- Performs tasks which are in support of the monitoring and supervision of students serving in-school suspension
- Reinforces the teacher's initial instructions
- Monitors student behavior and maintains discipline in the in-school suspension room
- Works with individual and groups of students assigned to the in-school suspension room to reinforce instructions previously initiated by the teacher
- Provides personalized attention and assistance to students to develop or improve skills in academic area
- May assist in monitoring a behavior plan for students
- Confers regularly with teacher(s) to discuss plans, receives professional guidance and facilitates professional evaluation of student's progress
- Assumes continuing responsibility for maintaining the area in which to work with students
- Shares in performance of routine housekeeping, monitoring and clerical tasks
- Maintains appropriate records and reports
- Adheres to the requirements of confidentiality regarding student information
- Models mutual respect and appropriate behavior in interacting with students
- Maintains a professional code of ethics
- Performs related work as required by principal

FLSA Status: Non-Exempt



Revised: 04/07/2020

Terms of Employment: 190 Day Calendar; Hourly rate to be established by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy.

The Jackson-Madison County School System (JMCSS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.