

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

IN-SCHOOL SUSPENSION MONITOR (FULL-TIME)

QUALIFICATIONS:

1. Teacher Certification or 60 college credits
2. An understanding of the social, emotional and intellectual characteristics of children.
3. Must be willing to maintain appearance appropriate to assigned duties and responsibilities.
4. May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; may occasionally deal with distraught or difficult students.

REPORTS TO: Building Principal or his/her designee

SUPERVISES: Students

JOB GOAL:

Supervise those students assigned to in-school suspension.

PERFORMANCE RESPONSIBILITIES:

1. Provide supervision for students who are assigned an in-school suspension.
2. Obtain student assignments for those assigned to in-school suspension.
3. Inform students of rules and regulations concerning in-school suspension.
4. Accurate recordkeeping and date entry of student disciplinary records.
5. Supervise students on restroom breaks.
6. Keep room orderly and quiet at all times.
7. Keep accurate attendance on students assigned to room.
8. Encourage positive behavior.
9. Offer assistance with assignments i.e. review directions, pre-spelling quiz. When students need to research, allow library time and supervision when there are no classes in the library.
10. Discuss with each student the cause for the in-school suspension and how to avoid the problem in the future. Discuss possible behavior changes that would alter the outcome in a positive manner.
11. Complete the in-school suspension form with the students' input and submit to administration.
12. As needed, serve as classroom substitute.
13. Perform general office duties, including but not limited to filing or typing while not supervising a room.
14. When no in-school suspension is necessary, assignment to be determined by administration.

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TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of certified staff.

LEGAL REFERENCES:

N.J.S.A. 7F	Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:25-4	School register; keeping
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for non-citizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:37	Discipline of pupils
N.J.A.C. 6:3.1 et seq.	Conditions of employment for teachers
N.J.A.C. 6:3-4.1 et seq.	Supervision; observation and evaluation
N.J.A.C. 6:3-4A.4	Requirements of physical examinations
N.J.A.C. 6:3-5.1 et seq.	Seniority
N.J.A.C. 6:3-6	Pupil records
N.J.A.C. 6:3-9	Attendance and pupil accounting
N.J.A.C. 6:8	Thorough and efficient system of free public schools
N.J.A.C. 6:11-3.1	Certificate required
N.J.A.C. 6:11-3.9	Oath of allegiance required
N.J.A.C. 6:11-3.10	Citizenship requirement
N.J.A.C. 6:11-5	Requirements for instructional certificate
N.J.A.C. 6:11-6	Endorsements on the instructional certificate
N.J.A.C. 6:11-13.2	Amount duration and content of required continuing professional development

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N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:16 Programs to support student development

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.