



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

In School Suspension Supervisor

FLSA Status:

Non-Exempt

Qualifications:

Minimum of 60 college hours
with sub certificate required.
Bachelor's degree with Missouri
teacher certification preferred.

Experience:

Job related experience with increasing levels of
responsibility

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 22

Reports to

Building Administrator

Terms of Employment

179 days per year, 7.5 hours per day with benefits according to Board policy.

Purpose Statement

The in school suspension supervisor works with teachers, counselors, social workers, and school administration to promote a safe and caring environment by building positive relationships with students. They are employed to provide behavior support for students who struggle to follow expectations during the school day. The in school suspension supervisor aids the teacher in providing behavior supports and managing behavior plans. This employee is also responsible for gathering classroom work from teachers and is expected to assist students when necessary as they complete these assignments during their time serving in school suspension.

Essential Job Functions

- Builds positive relationships with students and staff to help promote a safe and caring environment
- Assists with appropriate behavior intervention techniques as directed by the supervising teacher
- Maintains a high level of confidentiality regarding students and families academic and social needs
- Supervises students serving in school suspension
- Supervises recess and lunch detentions
- Works together with classroom teachers, counselors, and social workers to manage behavior plans
- Assists students with managing behaviors
- Triages regularly with identified students
- May be assigned routine clerical duties such as filing, typing, etc.
- May be assigned to a specific assignment such as study halls, cafeteria supervision, media center, in school suspension, after school detention, etc.
- Assists with field trips and class supervision

Other Job Functions

- Attends meetings/trainings as requested
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.

- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.
- Required to use time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision and mission of the district.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling, some stooping, kneeling, crouching and/or crawling, and significant fine finger dexterity. Generally the job required 34% sitting, 33% walking, and 33% standing.

Conditions and Environment

This job is performed under conditions with exposure to risk of injury and/or illness.