

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

IN-SCHOOL SUSPENSION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate or eligibility
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: Students as assigned

JOB GOAL: To provide a temporary self-contained alternative educational environment for students who are unable to function in the regular classroom setting.

PERFORMANCE RESPONSIBILITIES:

1. Record and report student attendance and report same to the appropriate Administrator.
2. Disseminate instructional assignments for students, prepared by classroom teachers.
3. Ensure that students work quietly and diligently.
4. Ensure that students have time allocated for lunch within the ISS classroom.
5. Assist students, as much as possible, with their academic assignments. Collect and return student assignments to the appropriate teachers.
6. At the conclusion of the day, the ISS teacher will submit to the appropriate administrator a brief evaluation report for each student.
7. Ensure that students who disrupt the ISS program are reported to the appropriate Administrator.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 5/6/2002

Revised: 2/9/2022