

# SOUTHAMPTON COUNTY SCHOOLS

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Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman  
James Pope, III, Vice-Chairman

## JOB DESCRIPTION

**Job Title: IN-SCHOOL SUSPENSION FACILTATOR**

**Reports To: Building Principal and Assistant Principals**

**Location: Southampton High School**

### Primary Function:

To oversee students assigned to in-school suspension (ISS, Recovery, Time Out, etc.); document student behavior; provide information to teachers, administrators and/or other personnel; and assist in various building activities as assigned. Supervise and monitor students assigned to the In-School Suspension Program.

### DUTIES AND RESPONSIBILITIES

- Provide supervision for students who are assigned to the In-School Suspension (ISS) classroom.
- Take daily attendance.
- Review ISS policies, procedures and student expectations with students daily.
- Work with students and other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in student being assigned to ISS.
- Monitor all ISS assignments; provide encouragement and feedback to students, monitor tests, computer work and provide instructional assistance as appropriate.
- Ensure students have security escorts to lavatory facilities.
- Email teachers 24 hours in advance for work requests and completed student.
- Logs for all students assigned to the room.
- Facilitate and arrange delivery of student lunches when necessary.
- Refer behavior problems to Principal/Assistant Principals.
- To perform other duties as assigned by the principal.

### QUALIFICATIONS:

- Minimum of two years of college preferred.
- Operating knowledge of computers.  
Experience in working with high school age children.
- Must be able to handle and react to potential volatile situations and take appropriate action.
- Applicant should have knowledge of school and classroom rules, procedures and practices.
- Applicant must have the ability to interpret and establish appropriate rules, methods and techniques in maintaining a disciplined academic environment.

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At Large  
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- Applicant must have strong interpersonal skills and patience.
- Applicant must have experience working with students and knowledge of conflict resolution techniques is strongly encouraged.

**EVALUATION:**

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.