

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

ISS SUPERVISOR-SECRETARY

DEFINITION:

Under the direction of an assigned administrator, provide support to the instructional program with specific responsibility for overseeing the "In-School Suspension" Program and assigned students; document student behavior according to established procedures; provide program-related information to teachers, parents and other personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the development of policy and procedures for the In-School Suspension Program and assist with identifying issues and methods for increasing student success.
- Coordinate assigned projects and department activities including appointments, locker assignments and ISS assignments for absent students; ensure activities are completed and services are delivered in a timely fashion.
- Coordinate with the Assistant Principal or the assigned administrator on matters relating to full-day referrals in order to support established disciplinary guidelines.
- Under the direction of an assigned teacher, implement behavioral plans for students dealing with behavior disorders or other special conditions; assist with presenting and reinforcing learning concepts as directed.
- Monitor students during assigned periods according to established procedures; assist with ensuring a safe and positive learning environment.
- Prepare and maintain a variety of records and reports related to assigned activities; perform general clerical and record-keeping functions as assigned including maintaining attendance logs and activity reports; provide clerical support to the assigned teacher and supervisory staff in order to meet mandated requirements.
- Process a variety of documents and materials including data corrections, status changes and absence verifications and disseminate information in compliance with established administrative guidelines.
- Provide verbal and written feedback of attendance as required in order to inform teachers, the Assistant Principal and parents of students' activities.
- Provide training and work direction to assigned staff.
- Communicate with others including students, teachers, administrators and parents to exchange information, coordinate activities and resolve issues or concerns; respond to inquiries and provide information or direct inquiries to appropriate parties.
- Schedule various activities as assigned including appointments, meetings and facility usage; make necessary arrangements for the assigned administrator as required.
- Operate a variety of standard office equipment including a computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- High School curriculum and basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Behavior and crisis management techniques.

- Student guidance principles and practices.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Classroom procedures, safe practices and appropriate student conduct.
- Principles and practices of supervision and training.
- Record-keeping and filing techniques.
- Operation of standard office equipment including a computer and assigned software.
- Methods of collecting and organizing data and information.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Letter writing and report preparation techniques.
- Basic math.

Ability to:

- Gather and collect data.
- Maintain confidentiality of sensitive information.
- Reinforce learning concepts to individual or small groups of assigned students as directed by the teacher.
- Perform a variety of clerical duties related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Prepare records, reports and other documents in support of program activities as required.
- Understand and follow oral and written instructions.
- Operate standard office equipment including a computer and assigned software.
- Observe health and safety regulations.
- Maintain records and prepare routine reports.
- Work independently with little direction.
- Provide training and work direction to assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office/Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate assigned equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

Hazards:

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:
Non-Exempt

APPROVAL DATE

SALARY GRADE
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