**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE**: **District In School Suspension Supervisor/Coordinator**

**QUALIFICATIONS:** Bachelor's Degree with Supervisory Experience

**REPORTS TO**: Director of Secondary Education

**JOB GOALS**: To ensure middle and secondary students improve behavior and social interactions while maintaining academic success in a transitional environment

**PERFORMANCE RESPONSIBILITIES**:

Assists in the development of policy and procedures for the District In-School Suspension Program for the purpose of identifying issues and methods for increasing student success.

Coordinates with building and district leadership (Principals, Assistant Principals, Supervisor of Instruction) on matters relating to full day suspension referrals for the purpose of supporting established disciplinary guidelines.

Implements under the supervision of assigned teacher/principal/Supervisor of Instruction,, behavioral plans designed for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning and behavior concepts.

Provides verbal and written feedback (data) from student observations for the purpose of informing teachers, Administrators, and/or parents of students’ identified strengths and weaknesses..

Responds to inquiries from a variety of sources (e.g. students, teachers, administrators, and/or parents, etc.) for the purpose of solving problems, providing information and/or giving direction to other professionals and assisting with parent/student concerns..

Ensures that students accomplish goals, both in academic and behavioral areas while at the District In-School Suspension Facility..

Provides progress monitoring data as required.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the District In-School Suspension Facility.