



## ISS Teacher Middle Schools

### Job Overview

The purpose of this job is to provide support to school administration including support to student discipline, In-School Suspension, student attendance, and student-centered meetings; providing information and serving as a resource to others; supporting assigned staff; coordinating school activities and addressing related issues, situations and/or problems that arise within the school or with enrolled students.

This job reports to the school site principal.

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### Job Functions

- Supervise In-School Suspension students as assigned by the school principal.
- Work with the school principal to address interferences with student learning and teacher or student success
- Manage a variety of program administrative functions (e.g. student disciplinary policy, Multi-Tiered Systems of Support (MTSS) for behavior, truancy intervention, etc.) for the purpose of enforcing school, district, and state policy while maintaining safety and efficiency of school operations
- Serve as a liaison with communication and systematic support for the functions and purpose of the school for administrators, teachers, students, and parents
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Provide professional development on research-based practices pertaining to strategies to improve student performance or behavior
- Coach teachers using sound practices (behavior, and classroom management, etc.) as assigned by the school principal
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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### Working Environment

Physical Requirements: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 20% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

### Qualifications

**Experience:** Three years of experience in operations management or related field.

**Education:** Minimum of a bachelor's degree from an accredited college or university with a degree in education Tennessee Teacher Certification/License (School Administrator License preferred)

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Previous experience as a lead teacher, RTI2B teacher, school dean, school counselor, or school administrator preferred.



**Required Testing:** N/A

**Continuing Education/Training:** Maintain teaching license

**Required Certificates and/or Licenses:** Current teaching license in the state of TN

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Certified

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