

## **In-School Suspension Coordinator**

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: In-School Suspension Coordinator

REPORTS TO: Principal

Summary of Position:

The In-School Suspension Coordinator monitors the behavior of students assigned to in-school suspension, conducting in-school suspension programs; enforcing established rules and regulations.

Minimum Qualifications:

- High school diploma required; Associate's degree or higher preferred.
- 3+ years working with children
- Patient and reliable in working with students from diverse backgrounds

Responsibilities and Essential Functions:

- Monitor students who have been assigned to in-school suspension.
- Check attendance daily and report to attendance clerk.
- Explain expected conduct and achievement.
- Assign and check student work during suspension periods; review student progress
- Discuss with students appropriate behavior
- Discuss behavior of students with administrators, teachers and families
- Monitor and report inappropriate behavior by students to administration
- Monitor hallways before and after school
- Escort students during break periods and lunch periods
- Record and file records on students receiving after school detention
- Hold after school detention
- Maintain records on students receiving out-of-school suspensions
- Perform related work as required.

Filing Deadline: Posted until filled

Salary: Commensurate with experience (funded by 31a)

Effective Date: August 25, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:  
[eaajobs@eaaofmichigan.org](mailto:eaajobs@eaaofmichigan.org)

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