

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** INSTRUCTION  
**TITLE:** IN SCHOOL SUSPENSION (ISS) MONITOR  
**CALENDAR:** [ISS MONITOR](#)  
**SALARY:** [GRADE 8](#)

### **Job Goal:**

Monitor students in a self-contained classroom and providing behavioral and instructional support

### **Minimum Qualifications:**

- High School Diploma or equivalent
- AA degree or 60 semester credit hours or successful completion of an AZ state-approved competency exam
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Monitor students as they perform assignments prepared by classroom teacher
- Maintain a structured, orderly environment
- Maintain accurate attendance records
- Process intake and release forms
- Monitor students on task behavior
- Alert the teacher to any problem or special information about a student
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Accept responsibility for student's well being and safety while they are in employee's care
- Be alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Assist in the maintenance of a quiet and orderly classroom environment
- Operate and caring for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.