



# CHARLESTON CHARTER School for Math + Science

Position Title: Temporary Position

In-School Suspension (ISS) Associate

## Job Description

### Job Purpose/Reason:

The purpose of this position is to monitor and provide assistance as needed with assignments for middle and high school students who are assigned to In-School Suspension (ISS).

### Primary Position Responsibilities:

- Oversees scholars assigned to in-school suspension as mandated by administration;
- Ensures work assigned is completed accurately and on-time;
- Creates a classroom environment that is to be conducive to learning;
- Assists the administration in implementing all policies and/or rules governing student conduct.

### Secondary Position Responsibilities:

- Performs other duties as assigned and necessary to ensure student success.

### Other Information:

- The ISS Associate will report to the Director of Scholar Success and Safety;
- The position is from January 3 – May 31, 2018 (second semester);
- The salary range is \$10.00 - \$14.00 per hour;
- A high school diploma is required.