

Job Description

Job Title: Student Support Assistant I (ISS Coordinator)

Position Code: 3N08 / CN08

Job Classification: Non-Exempt

Supervisor: Principal

Pay Grade: 16

Contract Length: 182 Days

Job Summary

Position is responsible for providing a supervised and structured environment for students assigned to the in-school suspension program within a school. Position works with classroom teachers to coordinate the academic activities of suspended students and provides assistance to students in completing the assigned work. Position monitors students and maintains a safe and orderly environment within the in-school suspension classroom.

Essential Duties

1. Enforces adherence to established rules and regulations of the in-school suspension program and creates an effective climate for learning.
2. Serves as a liaison between the classroom teacher and students assigned to the program to obtain and return the student's daily class work and homework.
3. Assists students assigned to the program with completing their regular classroom assignments.
4. Assigns additional work if the student completes their regular classroom assignments.
5. Communicates appropriate behavior, school rules, and regulations to students in the program; and explains to students the reasons for suspension and its impact on their education.
6. Guides and encourages students to develop a positive attitude toward learning.
7. Monitors students who have been assigned to in-school suspension and reviews student progress.
8. Communicates with parents and classroom teachers regarding student behavior and progress.
9. Reports inappropriate behavior by students to professional staff members.
10. Escorts students during break/lunch periods and monitors hallways.
11. Maintains daily attendance and other records of students assigned to the program.
12. Reports the effectiveness of the program to the school administrative staff and makes suggestions for improvement.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties:

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a high school diploma (or GED) with some specialized training or experience in education or counseling; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess some knowledge of, or the ability to accurately and quickly learn, the practices and procedures of an in-school suspension program. Must possess a general knowledge of a variety of academic subject areas. Must possess knowledge of, and the ability to effectively apply, methods for dealing with student misconduct. Must possess excellent human relations and communication skills. Must possess the ability to supervise students with varying abilities, assist students with assignments, monitor student behavior, and mediate conflicts within a disciplinary setting. Must possess the ability to establish and maintain effective working relationships with students, parents, and school staff.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Student Support Assistant I will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 07/2025