

TIME OUT ROOM MODERATOR

Responsibilities:

- Notify appropriate personnel and agencies immediately, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, or controlled substances.
- Establish a professional rapport with students and with staff that earns their respect.
- Serve as a role model for students, demonstrating the importance and relevance of learning accepting responsibility and demonstrating pride in the education profession.
- Meet with parents regarding student discipline issues.
- Provide and supervise in a fair and consistent manner the values, and mission of the school and district, in accordance with due process and other laws and regulations.
- File required reports regarding violence, vandalism, attendance and discipline matters.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
- Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
- Develop, implement and post Time Out Room procedures and expectations; supervise and maintain a strict environment in the Time out Room.
- Keep accurate documentation for all students that are encountered on a daily basis.
- Supervise daily lunch detentions.
- Supervise after school detentions.
- Supervise Saturday Detentions.
- Other duties as assigned.

Qualifications:

- Minimum High School Diploma
- Ability to demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, and research of learning.
- Demonstrate excellent leadership and organizational skills.