

EAST RUTHERFORD SCHOOL DISTRICT

Uhland and Grove Streets

East Rutherford, New Jersey 07073

TITLE:

IN-SCHOOL DETENTION TEACHER

QUALIFICATIONS:

1. NJ Certificate with K8 or Elementary Endorsement.
2. Sound planning, organizational and communication skills.
3. A sincere interest in, positive attitude toward, and enthusiasm for working with students of various ages.
4. Ability to empathize with children and to remain composed and patient when students exhibit difficult behavior.
5. Ability to follow directions and carry out assigned tasks independently and in an organized manner.
6. Good oral and written communication skills.
7. Good interpersonal skills to work with a variety of young people and adults.
8. Commitment to high professional standards, ethics, and confidentiality.
9. Such alternatives to the above qualifications as may be found appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To manage a well-organized, effective in-school detention program. This includes assisting with tasks that promote a safe and orderly learning environment, and effectively communicating with teaching staff and administration regarding the completion of the academic and/or behavioral objectives for each student assigned.

PERFORMANCE RESPONSIBILITIES:

1. Provide supervision of the in-school detention room as assigned.
2. Work closely and communicate effectively with the Principal and the Secretary regarding the students who are assigned to in-school detention.
3. Maintain an orderly, safe environment conducive to learning.
4. Assist with the necessary paperwork and record-keeping for students sent to the in-school detention room.

5. Maintain a daily log of students assigned to in-school detention.
6. Facilitate the return of student assignments to staff members.
7. Assist students in completion of work assignments or projects.
8. Maintain records of all student referrals to the in-school detention room.
9. Provide written documentation, when needed, of acute behavior problems experienced by referred students.
10. Facilitate communication to parents/guardians of referred students.
11. Work with Administration and School Counselor to recommend additional services referred students might benefit from.
12. Perform such other duties as assigned by the Building Principal, with the Board's authority, in accordance with the Collective Bargaining Agreement and state statutes and regulations.

TERMS OF EMPLOYMENT: Ten-month contract, in accordance with the terms and conditions of the agreement between the EREA and the Board of Education.

EVALUATION: Performance of this position shall be evaluated by the Principal or designee in accordance with the District's policy for the evaluation of certified staff.

Approved: 17 June 2009

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job classification. They are not intended to be construed as an extensive list of all responsibilities and duties required.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

All applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The East Rutherford School District Administration shall determine reasonable accommodation, on a case-by-case basis, in accordance with applicable law; in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date