

**DEAN'S ASSISTANT-ISS
BEN DAVIS HIGH SCHOOL**

**JOB DESCRIPTION
METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP**

PURPOSE: Oversees the operation of the in-school suspension (ISS) room.

PERFORMANCE RESPONSIBILITIES:

1. Monitors the daily in school suspension (ISS) room including escorting the students to the room in the morning and back to the dean's office in the afternoon.
2. Builds a strong academic culture in the ISS room by providing appropriate direction to students.
3. Supervises and monitors all behaviors in the ISS room ensuring there is no inappropriate use of technology, sleeping, or other off task behaviors.
4. Communicates daily and often with teachers to retrieve school work for the students assigned to ISS.
5. Inputs data into the Crosspointe system as assigned by the deans.
6. Builds rapport with the students to encourage and develop an environment supportive of appropriate school behaviors.
7. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: