



990 Spring Garden St, Suite 601  
Philadelphia, PA 19123

## In-School Suspension Program Coordinator

### Organization Summary

EducationWorks engages children and young people by providing high quality educational programs that make the school day whole and reengage disconnected young adults to education and career readiness. Recognizing that each child has unique needs, our staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to out-of-school time and AmeriCorps service, youth from six years to adulthood are positively impacted by EducationWorks programming. ***EducationWorks creates Opportunities for Learning and Skills for Life.***

### Position Summary

The In-School Suspension Program Coordinator will be responsible for providing students with a curriculum of academic, behavioral, and disciplinary interventions in order to decrease the number of out-of-school suspensions, improve overall climate of the school and ensure that students struggling academically would not miss instructional days of school.

The In-School Suspension Program Coordinator will work 20 hours per week: 10:00AM-2:00PM (depending on site's needs) Monday-Friday.

The In-School Suspension Program Coordinator reports to a Learning & Impact Manager.

### Duties and Responsibilities

- Meet school district lesson plan requirements
- Obtain student materials from teachers and staff (if applicable) and maintain instructional resources for students
- Show competency in PSSA course materials as well as Philadelphia School Code of Conduct and individual school policies
- Consistently remain professional, punctual, and ethical in accordance to School District and EducationWorks policy
  
- Create student referral sheets, contracts, rules, and attendance tracking documentation as well as introduce documentation and implementation of program to teachers and staff
- Properly acquire and maintain student referrals and intake documentation upon entry to ISS program



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- Take, document, file student records and attendance materials for all students entering ISS in an ISS designated binder that is well organized and accessible for review
- Write and provide quarterly reviews on successes, improvements, and challenges to be shared with the school, school district, and EducationWorks
- Aide and help students with class work, as well as provide instruction and lessons pertaining to academic, social and behavioral issues
- Work with teachers and staff to prevent students from missing course work and provide class instruction
- Provide a safe, confidential, supportive learning environment where students are able to hold accountability for their actions
- Escort students to and from restroom, classes (if needed) and obtain lunch that is to be had in ISS classroom
- Follow up with students after completion of ISS program, as well as provide students with referrals to other support services in the building

### **Qualifications**

- Excellent people skills - Demonstrated ability to create functional, working relationships with school staff, community partners, and parents
- Strong strategic thinking and planning skills
- Familiarity with SDP Code of Conduct and PSSA materials
- A working knowledge of postsecondary preparation practices for high school students
- Demonstrated knowledge of youth development
- Demonstrated ability to work with non-motivated and at-risk students
- Ability to work independently on multiple projects at one time
- Ability to work in a school environment
- Ability to navigate an urban school system and its supplemental services
- Good oral and writing communication skills – Demonstrated ability to speak extemporaneously
- Interest in workforce development, youth development, and/or educational reform issues
- Successful completion of criminal, federal, and child abuse clearances.

### **Education and Experience**

- Bachelor's degree from an accredited college or university; master's degree preferred
- Minimum of three (3) years' experience working directly in an urban education setting
- Minimum of two (2) years' experience tutoring, advising and/or counseling in an urban education setting

### **Physical Requirements**

Ability to physically perform the duties required and to work in the environmental conditions required, such as:

- Traveling to schools – valid driver's license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector.
- Must be able to lift up to 20 lbs.



## Application Instructions

Email resume and cover letter to [applications@educationworks.org](mailto:applications@educationworks.org)

