

West Las Vegas Schools Employment Opportunity – In-house Notice

West Las Vegas Schools is currently accepting letters of interest for the following position:

1 – In-School Suspension Facilitator

Knowledge and Abilities:

- Knowledge of school and classroom rules, procedures and practices.
- Ability to interpret and establish appropriate rules, methods, and techniques in maintaining a disciplined academic environment.
- Possess strong interpersonal skills and patience.
- Ability to handle and take appropriate action in potential volatile situations.
- Experience in working with middle/high school age students.
- Knowledge of conflict resolution techniques.
- Operating knowledge of computers.

Duties may include but are not limited to:

- Provide supervision for students who are assigned to the In-School Suspension (ISS) classroom.
- Take daily attendance.
- Review in-school suspension policies, procedures, and student expectations with students daily.
- Work with students and/or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in student being assigned to ISS.
- Monitor all ISS assignments; provide encouragement and feedback to students; monitor tests and computer work; and provide instructional assistance as appropriate.
- Email teachers 24 hours in advance for work requests and complete Student Work Completion Logs for all students assigned to the room.
- Facilitate and arrange delivery of student lunches when necessary.
- Refer behavior problems to principals.
- Other duties as assigned.

Minimum Requirements:

- H.S. Diploma or G.E.D.
- Previous experience preferred

Deadline: February 22, 2022

Salary: According to Security Guard salary schedule, based on experience and education

Please submit the following to the district's Personnel Office (c/o Ms. Melanie Montoya; in person (505-426-2315) or electronically: melanie_montoya@wlvvs.org):

1. Letter of Interest (addressed to Mr. Christopher Gutierrez, Superintendent)