

**PLACEMENT NOTICE
EXTERNAL POSTING
2017-18 SCHOOL YEAR**

Position: School Year ISS Supervisor – Category III

Burlington High School is seeking candidates for 2017-18 school year ISS Supervisor. The primary role of the successful candidate is to supervise the In-School Suspension room and track student discipline.

Bilingual candidates are encouraged to apply.

Qualifications:

- ✓ High School diploma required.
- ✓ Good problem solver with a positive attitude
- ✓ Must be willing to work with challenging students
- ✓ Demonstrates superior organizational skills
- ✓ Ability to be flexible and willing to work with parents, students, and staff
- ✓ Demonstrates ability or has work experience to multi-task with frequent interruptions
- ✓ Working knowledge and skilled in the use of the following software:
 - Google products (Drive, Calendar, Gmail), Microsoft Excel, Microsoft Word, and experience in Skyward preferred
- ✓ Reports to Principal and Assistant Principals at Burlington High School

* Candidates are expected to participate in a skills assessment review

Posting Date: June 7, 2017

Closing Date: Open until filled

Apply to and obtain additional information through the WECAN website.

Position/Posting Approval: _____

Pete Sief

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.