Board-adopted
September 21, 2026

PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875

JOB DESCRIPTION FOR IN-SCHOOL DETENTION COORDINATOR

QUALIFICATIONS: Possess valid State Department of Education certification/licensure in an academic subject area and/or special needs area. Administrative licensure/experience preferred. Experience working with at-risk youth and knowledge of behavior management strategies.

RESPONSIBLE TO: Assistant Director, High School

GENERAL DUTIES: The instructor will be responsible for keeping with the philosophy and objectives of Pioneer Career and Technology Center and its adopted policies. The instructor will provide on-site supervision of students assigned to the In-School Detention Room; implement and monitor behavioral management plan; and assist students in changing behavior for successful return to their regular instructional program.

SPECIFIC DUTIES:

1. Work with instructors to coordinate class work and homework assignments.
2. Implement accommodations for individual instruction as dictated by the student's Individual Education Plan (IEP).
3. Plan, organize, and implement instructional activities that promote successful re-entry into the regular classroom setting, enhance behavior change, and help build interpersonal relationships.
4. Have seating charts and daily activities/schedule available for substitute teachers.
5. Submit weekly data reports to administration for the purpose of evaluating effectiveness of ISD room.
6. Grade assignments and report to the students' academic and career-technical instructors that assignments have been completed at a satisfactory or unsatisfactory level.
7. Have assignments, textbooks, and supplemental materials available for all career/technical programs and academic/ elective classes.
8. Maintain accurate student records and data.
9. Create and maintain a classroom environment that promotes self-confidence, self-control, and work ethic for all students.

10. Set and post classroom rules and procedures that are effective and consistent with PCTC policies.
11. Evaluate, record, and regularly report student progress to career/technical and elective/academic instructors, administration, and parents/guardians.
12. Follow PCTC discipline procedures and keep thorough records of each student's disciplinary actions.
13. Develop parent contact to assist with student learning and behavior management and communicate goals and expectations.
14. Record accurately each student's attendance.
15. Provide guidance to students to foster better learning, encourage behavioral changes, and strengthen interpersonal relations.
16. Encourage the development of student responsibility.
17. Recommend teaching materials, aids, tools, equipment and supplies to meet the needs of the program and maintain an accurate inventory.
18. Participate in faculty and departmental meetings, in-service education, parent conferences, and recruitment and orientation of students.
19. Be informed of and abide by adopted Board policies and administrative procedures.
20. Be a professional example for the students.
21. Perform required tasks such as, attendance records, discipline records, assignments, or other special reports.
22. Plan, organize and implement Hazards of Tobacco clinic for students.
23. Perform other duties as assigned by the Superintendent and/or his/her designee.