

**Job Title:** In-School Suspension Aide

**Wage/Hour Status:** Nonexempt

**Reports to:** Principal

**Date Posted:** August 8, 2018

**Dept./School:** High School

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## Primary Purpose:

Supervise students assigned to in-school suspension (ISS) for disciplinary reasons. Maintain a highly structured and orderly environment. Work under the general supervision of the principal and immediate direction of a certified teacher on a daily basis.

## Qualifications:

### Education/Certification:

Associate's degree, two years of study at an institution of higher learning, or have met formal academic assessment as required by the No Child Left Behind Act  
Valid educational aide III certification\*

### Special Knowledge/Skills:

Ability to work well with children  
Ability to follow verbal and written instructions  
Ability to use personal computer

### Experience:

Three years experience as classroom aide or 30 semester hours of college credit with emphasis on child growth and development

## Major Responsibilities and Duties:

### Instructional Support

1. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Work with individual students to complete assignments given by classroom teacher.
3. Consult classroom teachers regarding student assignments.
4. Distribute, collect, and check student assignments for accuracy.
5. Maintain individual files of completed student assignments and return to classroom teachers.

### Student Management

6. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).
7. Record student attendance and discipline referrals according to established procedures.
8. Supervise students assigned to ISS during lunch and bathroom breaks.

## Other

9. Maintain confidentiality.
10. Participate in staff development training programs, faculty meetings, and special events when required.

## Supervisory Responsibilities:

None.

## Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; standard instructional equipment

**Posture:** Moderate standing; occasional kneeling, squatting, bending, and stooping

**Motion:** Moderate walking

**Lifting:** Regular light lifting and carrying (less than 15)

**Environment:** Work inside; may work outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*Note: An Educational Aide III certificate is required for aides assigned to a setting where students grades 9–12 are assigned for less than six weeks. A valid Texas teaching certificate is required when students grades 9–12 are assigned more than six weeks. (See State Board for Educator Certification, Certification Information-[Certification—Assignment Chart](#), page 52).*

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