

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

Wage/Hour Status: Nonexempt

Reports to: Principal

Date Revised: July 14, 2006

Dept./School: Assigned Campus/Departments

(additional responsibilities to Transportation Dept. & Athletic Dept.)

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; and then assigned Department Directors.

Preferred Minimum Qualifications:

Education/Certification:

High school diploma or GED

Valid educational aide certification

Qualified under the No Child Left Behind (NCLB) guidelines (if needed for assignment)

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

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 using personal computer.
8. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

- 10. Participate in staff development training programs to improve job performance.
- 11. Participate in faculty meeting and special events as assigned.

Supervisory Responsibilities:

Supervise students as assigned.

Equipment Used:

Copier, personal computer, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control **under stress**. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns, Superintendent

Date July 14, 2006