

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: In-School Suspension Aide	Wage/hour status: Nonexempt
Reports to: Principal	Pay Grade: 2
Dept./School Assigned Campus	Date Revised: 6/5/2003

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:

High School diploma or GED
Associate's degree, two years of study at an institute of higher learning, or have met formal academic assessment required by No Child Left Behind Act
Valid Texas educational aide 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 preferred

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).

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- 7. Record student attendance and discipline referrals using personal computer.
- 8. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

- 9. Maintain confidentiality.
- 10. Has regular in person attendance and complies with notification procedures for absences.
- 11. Participate in staff development training programs, faculty meetings, and special events as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier and personal computer.

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.

Employee Signature

Date