

United Independent School District

Department of Human Resources

SAC AIDE (In School Suspension)

Campus Assignment

Primary Purpose:

Monitors students that are referred to In-School Suspension and assists students with their assignments.

Educational Qualifications:

- High School Diploma or GED
- Associates Degree and/or Bachelors degree required
OR
- Minimum of 48 college hours or more
OR
- Must be a current active UISD Substitute Teacher that has successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) with at least one (1) year of service with the District
- Valid Texas Educational Aide Certificate
- Previous experience in working with children
- Ability to use a copier, typewriter, and audiovisual equipment

Major Responsibilities and Duties:

1. Works with teachers in acquiring and returning class assignments.
2. Assists in the recording and keeping of attendance, inventories, and program reports.
3. Reports attendance to attendance clerk.
4. Assists the teacher in maintaining a conducive and controlled environment.
5. Obtains lunch from cafeteria for students in S.A.C.
6. Assists the teachers in tutoring in the different subjects, under the supervision of the program professional staff.
7. Assists with all program related duties assigned by counselor.
8. Performs such other duties as the Principal may require.

Working Conditions:

Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Some bending, lifting and stooping while performing job related functions. Exposure to heat, cold and dusty working conditions.

Terms of Employment:

Wage / Hour Status:	Non Exempt
Minimum Salary:	\$14,268
Pay Grade:	2
Minimum Work Days:	187
Months / Hours per Day:	10 / 7

Date Last Revised: 06/16

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 skill that may be required.