



# Argyle Independent School District

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**Job Title:** Student Support Aide/Rental Coordinator

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Pay Grade:** CP2

**Dept./School:** AMS and Admin

**Duty Days:** 226

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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 the immediate direction of a certified teacher on a daily basis. Coordinate the daily rentals for the District.

## QUALIFICATIONS

### Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

Have met formal academic assessment, an associate's degree, or two years of study at an institution of higher learning

Valid educational aide I certification

### Special Knowledge/Skills:

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

### Experience:

Three years of experience as a 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 teachers and campus administrators to create and maintain an orderly and highly structured classroom environment in an in-school suspension setting.
2. Work with individual students to complete assignments given by the 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.
11. Follow district safety protocols and emergency procedures.
12. Coordinate the rental of all District spaces.

### 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

All employees are to follow district safety protocols and emergency procedures.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.<sup>1</sup>

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<sup>1</sup> Date Revised: 10/2024

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Signature

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Date

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Print Name