AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**MONITOR ISS**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**IS 3**	DUTY DAYS:	**209**	DATE REVISED:	**03/03/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent and experience working with children is required.

SKILL REQUIREMENTS:

This position requires in-service workshop training, seminars, and courses. Incumbent must have the ability to interact and relate to students, some of which have a history of disciplinary problems. Incumbent must exercise judgment in handling student disciplinary problems and have the ability to de-escalate conflict situations. Incumbent must have good listening and communication skills and be able to communicate effectively with others. Incumbent may be required to operate a variety of office equipment (e.g., photocopiers, personal computers). All work must be done in accordance with Austin ISD policies and procedures (e.g., rules of discipline). Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for monitoring a study hall period and providing general assistance to students, either in a regular study hall or in a discipline program.

ESSENTIAL FUNCTIONS:

- Take roll, record attendance, issue, and verify student passes.
- Monitor student behavior, maintain a quiet atmosphere, and enforce school rules.
- Ensure students work on material assigned by their teachers.
- Discipline students, as necessary.
- Ensure that specific materials and supplies are ready for classroom use.
- Assist teachers and other staff and perform clerical duties, as necessary.
- Alert teachers, counselors, Assistant Principals, or Principal of an individual child's special needs or problems.
- Counsel students on non-academic difficulties as required.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is conducted in an ISS study hall or classroom environment. In extreme cases, incumbent may be exposed to violent and/or aggressive children. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position is supervised by the campus Principal or other school official. Incumbent will have interaction with students, parents, teachers, principals, and other support staff and school officials.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	