IN-SCHOOL SUSPENSION AIDE
Reports to: Assistant Principal and Principal

Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy

JOB SUMMARY:
To create an instructional program and a school environment favorable to learning and personal growth; to establish effective rapport with students to motivate pupils to develop attitudes and knowledge needed to ensure a safe and orderly school environment.

ESSENTIAL JOB EXPECTATIONS, DUTIES AND RESPONSIBILITIES
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District policies and regulations.
- Maintains a safe environment for students, conducive to learning.
- Establishes, shares, and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Anticipates and effectively addresses unforeseen crises and follows Non-violent Crisis Intervention (CPI) procedures.
- Keeps and maintains appropriate records and files as needed for the Behavior Management room (examples, student’s attendance and assignments to/from teachers.
- Assist the administration in the collecting and returning of teacher assignments for students assigned to in-school suspension without interrupting classroom instruction.
- Maintains a structured environment, within the behavior management room (including student’s attendance, rules and maintaining a quiet learning environment.)
- Assist the administration in the collecting and returning of teacher assignments for students assigned to in-school suspension.
- Assist students by giving them the teacher’s assignments, one at a time.
- Assist students academically by explaining the work as needed.
- Follow teacher’s plans they have assigned to work with their students.
- Hold students responsible for finishing and correcting all work assigned.
- Compile student’s work and return promptly to the teachers.
- Assist in constantly monitoring students, by remaining in the ISS room with them at all times. Students should not be seen running errands or walking the building with the ISS aide.
- Assist in record keeping and compiling work to return to the teachers.
- Keep the ISS room clean and neat
- Help distribute written assignments at the end of the day, so that students can get to work immediately upon arrival in the morning.
- Only admit students to the ISS room that have been assigned by administrators via a referral. [Teachers should be consulting administration to assist them and assign students ISS.]
- Maintain confidentiality, unquestionable integrity about the students you have or are working with in ISS, including discussions with staff members, parents, community members and others unless requested to discuss by the administration.
- Available to go on home visits as requested by administration.
- Leave discipline referrals and informal conferencing with students that might be requested by the classroom teacher to the administrator.
- Keep appropriate records of ISS attendance and teacher’s submission of classwork.
- When no students have been assigned to ISS, your responsibility will be to assist with PE teacher.

COMMUNICATION SKILLS:
- Ability to write statements about behavioral incidents.
- Keep communication with in the building to walkie-talkies rather than a cell phone.

WORK ENVIRONMENT:
The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.