



# Crandall Independent School District

## Job Description

**Job Title:** ISS Instructional Aide

**Reports To:** Principal

**Dept./School:** Assigned Campus

**Wage/Hour Status:** Non-Exempt

**Date Revised:** February 28, 2022

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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 immediate direction of a certified teacher on a daily basis.

### Qualifications:

#### Education/Certification:

High School Diploma or hold a General Educational Development (GED) certificate

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

Valid educational aide III certification\*\*

#### Special Knowledge/Skills:

Ability to work well with children

Ability to follow verbal and written instructions

Ability to use personal computer

#### Experience:

Three (3) 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 teacher and/or 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 Educational Plans (IEP).
7. Record student attendance behavior and administer discipline referrals according to established procedures.
8. Supervise students assigned to ISS during lunch and bathroom breaks.

#### Other

9. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.

10. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
11. Maintain confidentiality.
12. Participate in staff development training programs, faculty meetings, and special events when required.
13. Follow district safety protocols and emergency procedures.

### **Supervisory Responsibilities:**

None

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Moderate standing; occasional kneeling, squatting, bending and stooping

**Motion:** Moderate walking

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

*\*Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

*\*\*Note: An Educational Aide III certificate is required for aides assigned to a setting where students grades 9-12 are assigned for less than six weeks. A valid Texas teaching certificate is required when students grades 9-12 are assigned more than six weeks. (See State Board for Educator Certification)*

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The document describe 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.

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Print Name

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Signature

\_\_\_\_\_  
Date