



Job Title: In School Suspension Monitor

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: IS3

Dept./School: Assigned Campus

Date Revised: 10/2025

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 daily.

Qualifications:

Education/Certification

- High School Diploma or Accredited General Equivalency Diploma (GED)
- Associates degree or higher from an accredited college/university, preferred
- Minimum of forty-eight (48) semester college hours from an accredited college/university; or
- Passed the Test of Adult Basic Education (TABE) test; or Hold No Child Left Behind (NCLB) certificate
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge/Skills:

- Ability to work well with children
- Ability to apply consistently, but firm discipline
- Ability to follow verbal and written instructions
- Ability to use personal computer

Experience:

- Experience as classroom aide or in working with young people with behavioral problems

Major Responsibilities and Duties:

Instructional Support

1. Work with certified teacher and 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

1. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).
2. Record student attendance and discipline referrals according to established procedures.
3. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

1. Maintain confidentiality.
2. Participate in staff development training programs, faculty meetings, and special events when required.

Supervisory Responsibilities:

None.

Tools/Equipment Used:

Standard office equipment including computer and peripherals; standard instructional equipment

Mental Demands/Physical Demands/Environmental Factors:

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

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

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 skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____