

Job Title: Aide, ISS
Reports to: Principal
Dept./School: Assigned Campus

Wage/Hour Status: Nonexempt
Pay Grade: CP - 2
Date Revised: August 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 administration, while collaborating with certified teachers, on a daily basis.

Qualifications:

Education/Certification:

Associate's degree, preferred
Valid Texas educational aide certificate

Special Knowledge/Skills:

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

Experience:

Three years experience as classroom aide or 30 semester hours of college credit with emphasis on child growth and development, preferred

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.
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 Education Plans (IEP).
7. Record student attendance and discipline referrals using personal computer.
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 as assigned.
11. Follow established safety procedures and techniques.
12. Report promptly to the principal any accident or illness of staff or students.
13. Other duties as assigned by administration.
14. Promote, participate, and facilitate in a teamwork center manner.

Supervisory Responsibilities:

None

Equipment Used:

Copier and personal computer

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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.

Employee: _____ Date _____

Supervisor: _____ Date _____