

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell ISD Board Policy DC (Local) the following position is posted:

Job Title: In-School Suspension (ISS) Aide

Work Days: 171

Reports to: Principal

Pay Grade: According to TISD Salary Schedule

Dept./School: Terrell High School

Start Date: Until Filled

Contact Person: Jasmine Castaneda
Human Resources Specialist

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 GED
Valid Texas education aide certificate

Special Knowledge/Skills:

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

Experience:

Some experience as classroom aide

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

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. All other duties as assigned.

Equipment Used:

Copier, 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.

Application Procedures

District Employees:

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160
Office Number: 972-563-7504