



---

**Job Title:** In School Suspension (ISS) Aide

**Supervisor:** Principal

**Terms of Employment:** 180 days

**Job Summary:**

To assure the smooth and efficient operation of the In-School Suspension Program, which is a program designed as an alternative to Out-of-school Suspension. The goal is for students to remain in the school setting and isolated from sources of disruption.

**Essential Duties:**

1. Maintain accurate records and files on each student's assignments and assume responsibility to acquiring this information.
2. Provide a short written and/or oral communication to teachers about the students' activities while in ISS.
3. Develop several work assignments for students who complete their regular assignments before time completion.
4. Tutor students when needed and check quality of their completed assignments.

**Other Duties:**

In the event that no students are assigned to the In-School-Suspension Program, the administration may utilize the aide in areas they deem necessary. Report any problems to the administration.

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual must enforce all rules and regulations that have been established for the program. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions..

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. **Must meet the requirements for a paraprofessional which includes one of the following: Minimum of 60 college credit hours or an Associate's Degree or Paraprofessional certificate (minimum score of 456 on the exam).**
2. Demonstrated competence for assigned responsibility.



3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

**Additional physical requirements include the following:**

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 103-104

Please click [here](#) for salary scales.

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***