



HIGHLAND PARK ISD

Office of Human Resources

Job Title: In-School Suspension Aide

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade/Days: IS01/ 187 days

Dept./School: Assigned Campus

Date Revised: January 2023

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
Valid educational aide III certification**

Knowledge/Skills/Abilities:

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

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 according to established procedures.
8. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

9. Maintain confidentiality.



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10. Participate in staff development training programs, faculty meetings, and special events when required.
11. Support campus instructional programs during times in which no students are assigned to ISS.
12. 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: 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

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____