

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 942-2607

**In-School Suspension Aide**

Job Description

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**Reports to:** Campus Principal

**Status:** Nonexempt

**Term:** 187 Days

## **Primary Purpose:**

Supervise students assigned to in-school suspension (ISS) or detention 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 educational aide certification

48 plus college hours or successful completion of the Paraprofessionals' Assessment of Competencies' test if applicant has less than 48 college hours.

### **Special Knowledge/Skills:**

Ability to work well with children

Ability to follow verbal and written instructions

Ability to use personal computer

### **Experience:**

Some experience working with children

## **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).

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- 7. Record student attendance and discipline referrals using personal computer.
- 8. Supervise students assigned to ISS or detention during lunch and bathroom breaks.

**Other**

- 9. Maintain confidentiality.
- 10. Participate in staff development training programs, faculty meetings, and special events as assigned.
- 11. Perform other duties as assigned.

**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.

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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 \_\_\_\_\_