

Lancaster ISD Job Description

Human Resources Department

ISS Aide

Job Title: In-School Suspension Aide

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: Instructional Support 4

Dept./School: Assigned Campus

Revised: November 2024

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

Have met formal academic assessment, associate's degree, or two years of study at an institution of higher learning*

Valid educational aide III certification**

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

Major Responsibilities and Duties:

Instructional Support

Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.

Work with individual students to complete assignments given by classroom teacher.

Consult classroom teachers regarding student assignments.

Distribute, collect, and check student assignments for accuracy.

Maintain individual files of completed student assignments and return to classroom teachers.

Student Management

Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).

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Record student attendance and discipline referrals according to established procedures.

Supervise students assigned to ISS during lunch and bathroom breaks.

Other

Maintain confidentiality.

Participate in staff development training programs, faculty meetings, and special events when required.

Follow district safety protocols and emergency procedures.

Perform other duties as assigned

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____