



## **JOB DESCRIPTION**

### **Secondary Alternative School In-School Suspension Aide/PEIMS Clerk**

#### **JOB DESCRIPTION:**

The Secondary Alternative School In-School Suspension Aide/PEIMS Clerk, under the direct supervision of the Principal, supervises students assigned to in-school suspension and aids the administration in outlining a program of behavior modification for students in need of such a program. This person collects, enters, and maintains accurate PEIMS records for the campus.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma **OR** GED
- Some adolescent counseling experience preferred

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required
- Must be eligible for state certification (required if hired)

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to work well with children and staff
- Ability to follow verbal and written instructions
- Ability to use personal computer
- Knowledge of office procedures and machines
- Effective organizational skills
- Proficient typing, keyboarding, file maintenance, and 10-key skills
- Ability to meet established deadlines

#### **DUTIES AND RESPONSIBILITIES:**

1. Supervises the in-school suspension room.
2. Secures classroom assignments from the teachers.
3. Follows up on in-school suspension worksheets.
4. Assists student with any needed aid or classroom work.
5. Administers any necessary testing to in-school suspended students.
6. Interacts and communicates effectively with parents and staff.
7. Assists in some grading procedures.
8. Attends in-service as needed.
9. Keeps appropriate records.
10. Collects school PEIMS data from manual files and records. Organizes data for computer input format.
11. Edits PEIMS files for accuracy/completeness. Makes corrections to files.
12. Prepares local directed PEIMS reports in specified formats.
13. Maintains school office files and records for PEIMS audit purposes.
14. Maintains proper care and upkeep of data processing equipment.
15. The foregoing statements describe the general purpose and responsibilities assigned to this job and do not represent an exhaustive list of all responsibilities, duties, and skills that may be required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbally and written), understand verbal instructions, read, compile, instruct, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), sit, stand, stoop, crouch, reach, repetitive hand motions, hear, and speak.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 3**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: August 20, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*