



JOB DESCRIPTION
In-School Suspension Aide/Clerical Aide - Elementary

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The In-School Suspension Aide/Clerical Aide, under the general supervision of the Principal and the immediate direction of a certified teacher, supervises students assigned to in-school suspension (ISS) for disciplinary reasons, aids the administration in outlining a program of behavior modification for students in need of such a program, and maintains a highly structured and orderly environment.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma **OR** GED
- Some adolescent counseling experience preferred
- Some classroom aide experience preferred or semester hours of college credit with emphasis on child growth and development

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

DUTIES AND RESPONSIBILITIES:

1. Works with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
2. Works with individual students to complete assignments given by classroom teacher.
3. Consults classroom teachers regarding student assignments.
4. Distributes, collects, and checks student assignments for accuracy.
5. Maintains individual files of completed student assignments and returns to classroom teachers.
6. Interacts and communicates effectively with parents and staff.
7. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills 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). Moderate standing, stooping, bending and lifting.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic Office Equipment

Paraprofessional Pay Grade: 3
Salary Range: \$9.39 min./ \$11.74 mid./ \$14.09 max.
Days: 185
Wage/Hour Status: Nonexempt
Updated: September 2, 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.