

SAC Aide

Job Description



Job Title:	SAC Aide	FLSA:	Nonexempt
Reports to:	Assigned Principal and Teacher	Pay Grade:	Clerical/Para 1
Dept/School:	Assigned Campus	Calendar Days:	187
		Revised:	2.12.2025

Primary Purpose

The SAC Aide works under the general supervision of the principal and the direct guidance of a certified teacher to maintain a highly structured and orderly environment while supervising students assigned to in-school suspension (ISS) for disciplinary reasons.

Qualifications

Education/Certification:

- High school diploma or GED
- 48 college hours OR Paraprofessional Assessment of Knowledge and Skills (PAKS)
- Certification
- Valid Texas educational aide certificate

Special Knowledge and Skills:

- Ability to work well with children
- Ability to follow verbal and written instructions
- Ability to use personal computer

Experience:

- Three years of experience as classroom aide or 30 semester hours of college credit with emphasis on child growth and development

Major Responsibilities and Duties

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

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when required

11. Follow district safety protocols and emergency procedures

12. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

The evaluation of the SAC aide is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

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