



Elgin Independent School District- Job Description

<u>Job Title</u> Classroom Aide - ISS		<u>Dept./School</u> Assigned Campus	<u>Reports to</u> Principal
<u>Pay Grade:</u> CP 1	<u>Days:</u> 187 Days	<u>FSLA Status</u> Nonexempt	<u>Date Revised</u> May 25, 2023

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:**

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

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).
7. Record student attendance and discipline referrals according to established procedures.

Other

8. Supervise students assigned to ISS during lunch and bathroom breaks.
9. Maintain confidentiality.

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

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.