



# Longview Independent School District

## JOB DESCRIPTION

### ISS INSTRUCTIONAL ASSISTANT (IN SCHOOL SUSPENSION)

<b>JOB TITLE:</b>	ISS Instructional Assistant (In School Suspension)	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Clerical/Par 2

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#### 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; works with 25-40 students in a high school environment

#### QUALIFICATIONS:

##### Education/Certification:

Associate's degree (or 48 college credit hours), two years of study at an institution of higher learning, or have met formal academic assessment as required by the Every Student Succeeds Act (ESSA)

Valid Texas Educational Aide Certificate

##### Special Knowledge/Skills:

- Ability to work well with children with special needs, within a school setting, preferred
- Ability to follow verbal and written instructions
- Knowledge of general office equipment

##### Experience:

Two years of experience working with children, educational environment, preferred

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Uphold and enforce school rules, administrative regulations, and state and local board policy
2. Conduct instructional exercise assigned by the teacher; work with individual students or large groups at the secondary level



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

3. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment
4. Consult classroom teachers regarding student assignments
5. Maintain individual files of completed student assignments and return to classroom teachers
6. Assist in managing the behavior of students and crisis intervention, including restraining disruptive or dangerous physical behavior as needed
7. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP)
8. Assist in maintaining a neat and orderly classroom
9. Supervise students assigned to ISS during lunch and bathroom breaks
10. Participate in staff development training programs, faculty meetings, and special events, as needed
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None



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#### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

#### **WORKING CONDITIONS:**

##### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

##### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

#### **EVALUATION:**

Paraprofessional Evaluation

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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 that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2017**