



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** In School Suspension Aide

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 187

**REPORTS TO:** Principal

**DATE REVISED:** 12/05

### **PRIMARY PURPOSE:**

- The role of the In-School Suspension Center Aide is to interact effectively with the assigned teaching staff and administration within the framework of the philosophy and goals established by Board Policy and in accordance with statutes, standards of regulatory agencies, and administrative guidelines to create an educational environment which is conducive to learning and which provides opportunities, strengthens areas of weaknesses, and extends positive values.

### **QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency

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

1. Cooperates with the teacher in administering and supervising instructional materials and work for the students.
2. Provides appropriate individual instruction when necessary, under the guidelines established by the teacher.
3. Maintains an orderly classroom environment.
4. Exhibits effective communication with students.

5. Displays cooperativeness in working with students, teachers, and other school personnel.
6. Demonstrates knowledge of district and administrative policies applicable to position.
7. Exhibits maturity and emotional control.
8. Accepts and performs additional school related assignments in a positive and efficient manner.
9. Dresses and grooms appropriately.
10. Exhibits punctuality and dependability in performing his or her job.
11. Adheres to proper channels when communicating ideas, problems, etc.
12. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
13. Participates in staff development and professional growth activities.

**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

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**