



**TITLE:** IN- SCHOOL SUSPENSION AIDE/ALTERNATIVE PROGRAM AIDE

**REPORTS TO:** Principal/Alternative Program Coordinator

**JOB GOAL:** To supervise students in In-School Suspension for disciplinary reasons and/or Alternate Program. Maintain a highly structured and orderly environment.

**JOB TASKS AND PERFORMANCE RESPONSIBILITIES INCLUDE:**

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 and 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 using personal computer.
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 as assigned.
11. Staff may be required to perform duties before or after school including: assisting with drop off and pick up of students by parents or by bus; monitoring students in the cafeteria, library, or gym; and tutoring students who are at-risk or need additional instruction.