

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Assistant ISS	Wage/Hour Status:	Nonexempt
Reports To:	Building Principal	Date Revised:	4/18/17
Dept./School:	Assigned School		

Primary Purpose:

Coordinate the in-school suspension class by scheduling students for one to six days in ISS.

Qualifications:

Education/Certification:

High school diploma or equivalency
Valid Texas educational aide certificate

Special Knowledge/Skills:

Proficient skills in typing and file maintenance
Effective communication and interpersonal skills

Experience:

Some experience that demonstrates basic skills to perform tasks

Major Responsibilities and Duties:

Prepare typed copies for notification to teachers, counselors and attendance clerk for each student assigned to ISS

Maintain discipline in ISS daily and strive for good behavior

Record behavior of students on a points earned report

Record and assign lockers to new and supervised students

Record information and issue parking tags to students; prepare deposit forms and money collected from tags sold

Prepare discipline report for supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Job Title: Assistant ISS

Equipment Used:

Computer, copier, fax, typewriter

Working Conditions:

Mental Demands:

Maintain emotional control under stress; ability to communicate effectively (written and verbal)

Physical Demands/Environmental Factors:

Moderate standing, stooping, bending and lifting; occasional prolonged and irregular hours; frequent district wide travel; occasional lifting of up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee Compensation Coordinator **Date:** 04-18-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____