

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: ISS /DAEP Aide

Wage/Hour Status: Nonexempt

Reports to: Principal/ Safety Director

Date Revised: 08/07/2026

Dept./School: Assigned Campus

Primary Purpose:

1. 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. Assist with daily home phone calls for absent students

Qualifications:

Education/Certification:

High school diploma or hold a General Educational Development (GED) certificate

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

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

2. Work with certified teacher and campus administrators to create and maintain an orderly and highly structured classroom environment.
3. Work with individual students to complete assignments given by classroom teacher.
4. Consult classroom teachers regarding student assignments.
5. Distribute, collect, and check student assignments for accuracy.
6. Maintain individual files of completed student assignments and return to classroom teachers.

Student Management

7. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).
8. Record student attendance and discipline referrals according to established procedures.
9. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

10. Maintain confidentiality.
11. Participate in staff development training programs, faculty meetings, and special events when required.
12. Follow district safety protocols and emergency procedures.

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

** Required by Every Student Succeeds Act (ESSA) for aides who are providing instructional support in Title I, Part A program.*

***Note: An Educational Aide III certificate is required for aides assigned to a setting where students grades 9–12 are assigned for less than six weeks. A valid Texas teaching certificate is required when students grades 9–12 are assigned more than six weeks. (See State Board for Educator Certification, [Teacher Assignment Chart](#), page 26).*

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.

Reviewed by _____

Date _____

Received by _____

Date _____

