

In-School Suspension Instructional Assistant

Nature of Work

Employees in this classification assist high school teachers with students who have been assigned to in-school suspension for violating school policies. Activities associated with the job include working with individual teachers to collect assignments, monitoring the behavior of students while in suspension, and escorting and transporting students. Incumbents must be capable of providing effective instruction to high school age children, maintaining a high level of energy while interacting with students, and be effective in maintaining order and discipline in the classroom. Job performance is typically evaluated by the high school principal, teachers, and parents through observation of interactions with students, ability to impart knowledge and skills to students, personal organizational skills, and maintenance of discipline in the classroom.

Illustrative Examples of Work

- Work with individual students or small groups of students to reinforce the learning of established lesson plans.
- Hand deliver tests and completed assignments to teachers after completion by students.
- Check notebooks and work assignments, grades and corrects as necessary.
- Monitor the behavior of students required to attend in-school suspension.
- Provide appropriate discipline to maintain order in the classroom.
- Collect assignments from teachers for distribution to students.
- Make copies of learning materials, tests, lesson plans, calendars, and related teaching materials.
- Escort students to and from rest room facilities and to the bus.
- Assist with in-service training activities and field trips.
- Accompany students home from school to maintain order and discipline on the school bus.
- Report any problem behavior with or among students to the appropriate party for resolution.
- Assist with cleaning and organizing assigned classrooms.
- Report student absences to the main office and collect lunch money from students.
- Assist in the execution of emergency drills.
- Oversee required service activities by students assigned to in-school suspension.
- Perform related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school or GED program supplemented with additional course work in high school education, experience providing instruction to high school age students, ability to effectively and successfully interact with students, parents, and co-workers, strong organizational skills, or any equivalent combination of education and experience to provide the following critical knowledge, skills, and abilities:

- Knowledge of basic educational and learning curriculum for high school age children according

to established educational attainment standards.

- Knowledge of basic aptitude and diagnostic tests for children attending high school.
- Knowledge of state and federal guidelines for interacting with children attending public schools.
- Knowledge of basic instructional aides and techniques for instructing high school age children.
- Ability to communicate effectively with students, parents, teachers, and co-workers.
- Ability to direct the attention of students to insure completion of assignments and tests.
- Ability to maintain order and discipline with small and large groups of high school age children.
- Ability to organize personal time and activities to meet multiple job demands and work assignments.
- Ability to perform the physically demanding aspects of the job.
- Skill in the operation of copiers, overhead projectors, video equipment, and related instructional equipment.

06/03/2000