Cedar Hill Independent School District
Job Description

Job Title: Aide, Restorative
Pay Grade: 520 Instructional Support
Reports to: Principal
Dept./School: Assigned Campus
Funding Source: Local
Number of Days: 187
Wage/Hour Status: Nonexempt

Primary Purpose:

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.

Qualifications:

Education/Certification

High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge and 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

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

Student Management

- Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).
- Record student attendance and discipline referrals using a personal computer.
- Supervise students assigned to ISS during lunch and bathroom breaks.
- Use restorative practices daily.
- Teach the social emotional learning curriculum.
- Create a daily schedule for students.

Other

- Maintain confidentiality.
- Participate in staff development training programs, faculty meetings, and special events as assigned.

Supervisory Responsibilities

- None.

Equipment Used

- Copier and personal computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting.
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district-wide and statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by:_____ Date: _____ Employee Name/Signature

Approved by:_____ Date: _____
Supervisor Name/Signature

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