

## **Valparaiso Community School Corporation**

### **POSITION AVAILABLE**

Valparaiso Community Schools  
Valparaiso IN 46385

**TITLE:** In School Suspension (ISS) Aide

**QUALIFICATIONS:** 2 years of college or Praxis Test minimum, Bachelor's Degree Preferred,  
Teaching License Preferred

**REPORTS TO:** Building Level Administrator

#### **PERFORMANCE RESPONSIBILITIES:**

1. Supervise ISS room and assigned students.
2. Supervise assigned students during lunch detentions as assigned by administrators.
3. Contact teachers for homework assignments and return to teachers once completed.
4. Provide tests read support for those students who are permitted the accommodation and scheduled by teacher in advance.
5. Assist with local/state/national testing.
6. Maintain ethical behavior and confidentiality of information about students.
7. Participates in in-service training programs, as assigned.
8. Perform other duties as requested by the principal.

**SALARY:** \$10 per hour, 6.5 hours per day, 180 days per year

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Applications will be accepted until a successful candidate has been identified.

Please complete the Classified application found on the Valparaiso Community Schools Website and send along with letter of interest and resume to: