

TEACHER AIDE

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves relieving school teachers in a large suburban school district of that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The work requires the incumbent to have some knowledge of the specific area of instruction performed by the teacher, to which the teacher aide is assigned. The incumbent is expected to exercise good judgment and to have considerable ability in getting along with children. All work is performed under the direct supervision of the teacher or school principal. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees students in completing assigned projects;
- Assists the teacher in recording grades and marks;
- Proctors and otherwise helps to conduct examinations;
- Assists the teacher in correcting test papers, themes and essays;
- Manages records, materials and equipment;
- Supervises students doing remedial work directed by teacher;
- Assists in preparing bulletin boards, teacher aids and organization of necessary materials;
- Assists in operating audio-visual equipment when required;
- May arrange for films and projectors, as well as ordering other related equipment and supplies;
- Reads in a foreign language from prepared scripts for tape recording purposes;
- Assists in overseeing technical operations of language laboratory equipment;
- Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;
- Helps in the technical preparation and production of television programs;
- Reads to and plays records for children in primary grades;
- Provides piano, violin or other musical accompaniment;
- Assists teachers in the supervision of students and performs other support services which are determined and supervised by teachers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to establish good relationships with students, teachers and others; ability to gain and hold the confidence of and to maintain a patient and understanding attitude towards school children; ability to maintain order in classrooms and to enforce school regulations with firmness; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; resourcefulness in conducting activities indirectly related to teaching process; ability to understand and follow oral and written instructions; dependability; neat personal appearance; tact; courtesy; good judgment; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; or:
- (B) Four (4) years of experience and knowledge in a particular field where specialized duties are involved; or:
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

* SPECIAL REQUIREMENT:

When assigned responsibilities in Physical education, candidate will be required to have completed an approved American Red Cross (ARC) lifeguard training program or other approved lifeguard training program as stipulated by the New York State Sanitary Code in addition to ARC Basic Life Support for the professional rescuer, cardiopulmonary resuscitation or a CPR equivalent. CPR certificate must be renewed annually.

NOTE 1: This position is not designed to replace clerical positions such as Typist, Stenographer or Clerk. Also, it is not designed to assist a Teacher in the teaching process; this is reserved for Teaching Assistants. See section 80.33 Rules of the Board of Regents and Regulations of the Commissioner of Education.

NOTE 2: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.