

TEACHER AIDE/SUBSTITUTE TEACHER AIDE

Department: Schools
Classification: Non-Competitive
Adopted: 9/17/1975
Revised: 8/5/1985; 9/5/2001
By: Regional Commission

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting school teachers in the performance of their duties by carrying out various non-professional tasks associated with the teaching process and in meeting program needs. Work is performed under the general supervision of the principal or a teacher. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Works with individuals or small groups providing guidance through project completion i.e. remedial reading, mathematics comprehension, computer laboratory;
- Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports;
- Assists teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
- May correct themes, compositions, standardized and objective tests;
- May supervise class when teacher is out of room;
- Assists teachers with study hall, corridor, lunchroom, bus duty and other monitorial and patrol duties;
- Fills out, copies and types forms, reports and other documents;
- Assists in routine classroom housekeeping chores;
- Organizes and participates in group games and related activities;
- Reads and tells stories to children;
- Receives, issues and renews library books and other educational materials;
- Assists teachers and students in selecting supplementary materials from the library;
- May store and deliver audio-visual materials;
- Provide general care and supervision of students;
- May assist in providing personal care to special needs students i.e. tube-feeding, diapering;
- May sign (American Sign Language) for deaf students;
- Perform varied tasks to assist teacher in management of students and classroom management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; familiarity with classroom routine; ability to establish good relationships with students, teachers and co-workers; ability to communicate effectively; ability to establish and maintain discipline; tact; courtesy; dependability; initiative and resourcefulness; good moral character; neat personal appearance; ability to lift (if applicable); ability to work independently and function as a team member; ability to assist/support at-risk students and/or those with handicapping conditions; ability to defuse inappropriate student behaviors; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before you may be considered for employment, your application file must be complete. A complete file includes the following:

1. Completed Civil Service Application
2. Letter of interest and an updated resume
3. Three written and signed current letters of reference, not more than three years old. The references may include one personal reference but at least two professional references must be submitted.
4. Copy of your high school diploma/transcripts or GED
5. If you are applying for a position that requires a professional license, first aid and CPR, these must be provided at the time of application.

When all of these pieces of information are on file in the Personnel Office, your application will be considered complete. Application materials are kept in our active file for a period of one year.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Sincerely yours,

Diane K. Spotts
Director of Human Resources
& Employee Relations

DKS/ljd

FINGERPRINT FEE NOTICE

To the Prospective Employee:

New York State requires fingerprinting of all school district employees, which currently costs \$94.25.

It is the responsibility of the employee to pay this fee, and it should be paid at the time of hire using a Visa, MasterCard or debit card. If the prospective employee does not have a credit/debit card, prepaid cards may be purchased at most local grocery stores or pharmacies. Please make sure your card is activated prior to your fingerprinting appointment with our district's Human Resource Department.

If you have any questions or concerns regarding this payment of the fingerprinting fee, please contact the Human Resources director at 607-735-3038.