

TEACHER AIDE

Department: Schools
Classification: Non-Competitive
Adopted: 9/17/1975
Revised: 8/5/1985; 9/5/2001; 5/04/2010
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.

SPECIAL REQUIREMENT FOR GST BOCES DISTRICT ONLY: May be required to lift 50 pounds or more.