

**DEPARTMENT;  
CLASSIFICATION:  
APPROVED:**

**SCHOOLS  
NON-COMPETITIVE  
MAY 28, 2015**

### **TEACHER AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This title is employed for positions which are created for the main purpose of relieving schoolteachers of that part of their duties which, while related to the teaching process, can be performed by non-professional personnel. The duties assigned are in accordance with NYS Commissioner of Education Regulation §80-5.6. An incumbent may be assigned to classrooms or to aid one or more students based upon an IEP for mobility and/or safety issues. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of this class differ from those of Personal Care Aide in that a Teacher Aide will not be assigned to student diapering, feeding equipment, or use of medical devices. The work is performed under the direct supervision of the teacher or administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Assists students with the use of technical/computer or electronic equipment in study labs or classrooms;
2. Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;
3. Helps in the technical preparation and production of television programs or other audio visual aides;
4. Reads to children in lower grades;
5. Provides musical accompaniment;
6. Proctors examinations and helps to conduct examinations and study halls;
7. May assist teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
8. May assist in the school library;
9. May assist in the computer lab;
10. May perform incidental clerical duties such as sorting, alphabetizing, filing, making copies, entering data, maintaining attendance records, and typing;
11. Escorts students to and from buses, classrooms, bathroom, and lunchroom;
12. May be assigned to attend to the physical and care needs of a student or students relating to safety, care and management, mobility and/or material management needs as mandated by an IEP and not designated specifically under a different title.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge or good background in specific field where specialized duties are involved; working knowledge of modern computer programs; good social and communication skills; ability to establish good relationships with children, co-workers, and others; ability to maintain discipline; ability to follow simple oral and written instructions; good general intelligence; familiarity with classroom routine; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Candidates must meet one of the following:

1. Graduation from high school or possession of an equivalency diploma; **OR**
2. Childcare experience or experience or knowledge in a particular field where specialized duties are involved; **OR**
3. 600 hours of satisfactory experience as a Volunteer or Monitor in a School System; **OR**
4. 600 hours of satisfactory leadership experience in a community, church, or educational/recreational organization involving children.