

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a certified teacher or school administrator, an incumbent is responsible for performing non-instructional duties to assist certified teachers in a classroom setting. An incumbent relieves certified teachers of routine duties related to the learning process which can be performed by non-professional personnel. Incumbents of this position may be employed as a one-on-one Teacher Aide assigned to assist a student with special needs. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. Duties of the School Monitor are generally quite limited in scope whereas those of the Teacher Aide often times require specific skills or abilities. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides assistance in direct support of a teacher in such matters as checking homework or examination papers, averaging grades, checking attendance, collecting money, preparing charts, making up lists, maintaining classroom files, preparing dittos, operating duplicating machines, etc.;

Provides physical aid to the teacher in such areas as maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing various materials and supplies, setting up audio-visual, computer, television and laboratory presentations, giving personal physical assistance to individual children (clothing, feeding, wash-up, bathroom) as required.;

Assists in proctoring and other tasks related to the administration of examinations;

May be assigned to work with children with disabilities as a one-on-one aide, providing assistance with taking notes, helping with mobility issues, assisting with personal care issues, accompanying student on school bus and helping them to get on and off the bus, etc.;

May provide assistance to students with various disabilities in use of technology and equipment adaptation to facilitate learning, mobility and/or communication;

May maintain order and discipline in the temporary absence of the teacher or in the classroom, hallways, lunchrooms, etc., on either a regularly assigned or occasional basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of classroom routine; working knowledge of technology and equipment used in a classroom setting; skill in dealing with children and youth; ability to establish good working relationships with students, parents, school personnel and the general public; ability to maintain discipline; ability to understand and follow oral and written instructions; ability to communicate effectively; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; clerical aptitude; good judgment; resourcefulness; tact; courtesy; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma.

NOTE: School Districts may require basic certifications (i.e., CPR, First Aide, etc.) for Teacher Aides who are assigned to special needs students as a one-on-one Teacher Aide. The appointing authority is responsible for verifying and ensuring that the candidate has and maintains these certification(s), if required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.