

**EDUCATIONAL SERVICES AIDE**

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of office clerical and other tasks in support of guidance, social work, psychological assessment, mediation, attendance, or related services provided for school children. The position generally requires that an incumbent become substantially familiar with regulatory, policy, or statutory provisions controlling one or more aspects of the academic environment. Work is performed under direct supervision in accordance with established policies and guidelines.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts intake interviews and collects data pertaining to social, family, and medical history or students;

Schedules students for psychological testing, counseling, or related services;

Assists in administering basic test instruments;

Assists in the districts efforts to provide mediation and conflict resolution services to students;

Gathers health and immunization histories;

Monitors students in hallways, study halls, and during lunch periods;

Maintains confidential records pertaining to psychological assessment and social histories of students;

Prepares reports pertaining to office activities;

May consult with parents in the implementation of plans for students;

Answers telephones, takes messages, and makes appointments for one or more administrative staff members;

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Files correspondence and reports;

Reviews mail and distributes to appropriate staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of office procedures and clerical operations; working knowledge of other specific functions of the office to which assignment is made; ability to perform clerical tasks involving name and number checking; ability to understand and interpret written material; ability to follow instructions; ability to perform common record-keeping tasks; and ability to type.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) Two (2) years of clerical experience.

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Last Reviewed: March 12,2021  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A