

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of classroom duties to assist a teacher in accomplishing classroom objectives as well as performing other duties, which while related to the teaching process, can be performed by non-professional personnel. The class of Teacher Aide differs from that of School Monitor in that the Teacher Aide generally assists teachers in a classroom setting while the School Monitor generally functions outside the classroom maintaining order. Work is performed under the direct supervision of a Teacher or Teacher Assistant.

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.*

Assists in setting up laboratory equipment;

Proctors and assists in administering examinations;

Assists in correcting test papers, recording grades, and maintaining student files;

May operate recording equipment, reading laboratory equipment, film projectors, and other equipment;

May perform simple clerical duties under general supervision;

Reads to children and plays records for children;

May provide oversight and/or personal assistance to students in the hallways, bathrooms and other areas in school buildings and on school grounds as required;

Assists in distributing supplies to classroom students;

Assists in supervising recreation, lunch periods and study halls;

May be required to assist in clean up in cafeteria/dining room and may perform other basic

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housekeeping tasks;

Assists in arts and crafts or other classroom activities;

Attends and participates in designated school meetings and trainings, as required.

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

TERISTICS: Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved, indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from High School or possession of an equivalency diploma; or
- (B) Two (2) years of experience in a recreational field, arts and crafts field, in working with children, or in related activities.

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Last Reviewed: February 16, 1982
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

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