

BUS MONITOR/TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for overseeing the loading and unloading of student passengers, and for attending to their needs, comfort, and conduct while in transit, including students that require additional assistance, where so assigned. Direct supervision is exercised over student passengers as required. The work also involves responsibility for assisting school teachers in the performance of their teaching functions by performing a variety of non-professional activities which, while related to the teaching process, can be done by non-professional personnel. This class differs from that of a School Monitor in that the activities performed by a Teacher Aide are generally more complex and require specific skills or abilities. Remedial assistance is provided to students who require additional training and exercise in certain subject matters following guidelines established by the classroom teacher. The work is performed under the general supervision of the teacher concerned. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists students in climbing aboard and alighting from a school bus; Maintains order on a school bus while in transit; Delivers students from school bus to school buildings; Assists students and driver as needed; Assists teachers in the correction of test papers, recording of grades, maintaining basic student files and preparing statistical reports; Occasionally oversees class when the teacher is out of the room; Assists teachers with study hall, corridor, lunchroom and other monitoring duties; Fills out, copies, and types reports from various rough drafts; Assists in routine classroom housekeeping chores; May organize and participate in group games and related activities; Assists teachers and students in selecting supplementary materials from the library; Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports; Reads to and plays music for children in lower grades; Proctors and otherwise helps to conduct examinations; May give close supervision required by children in classes; May assist teachers with preparation of instructional materials and bulletin boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the various bus routes in the district and the stopping places for students; 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; Ability to understand and carry out simple oral and written directions; Ability to deal effectively with students and command their respect; Dependability; Common sense; Tact; Courtesy; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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.

Adopted 1/10/03
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