

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work 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. The duties of this class differs from that of a School Monitor in that the activities assigned 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 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 corridor, lunchroom and other monitoring duties; Fills out, types or copies forms and reports from various rough drafts; Assists in routine classroom housekeeping chores; May organize and participate in group games and related activities; May assist in the school library; Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports; Reads to and plays records for children in lower grades; Proctors and otherwise helps to conduct examinations and study halls; May give close supervision to children in special classes; May assist teachers with preparation of instructional materials and bulletin boards. May provide piano or other musical accompaniment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge or good background in specific field where specialized duties are involved; Good general intelligence; Familiarity with classroom routine; Ability to establish good relationships with children and others; Resourcefulness in conducting above described activities indirectly related to teaching process; Ability to communicate effectively; Ability to establish and maintain discipline; Tact; Courtesy; Dependability; 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.

Revised: 4/17/84; 12/1/95; 3/16/12; 1/26/16