

GENESEE COUNTY

TEACHERS AIDE

DISTINGUISHING FEATURES OF THE CLASS: Relieves schoolteachers of those duties, which, even though related to the teaching process, are basically non-instructional in nature, and which can be performed by non-professional personnel. The duties of this class differ from those of School Monitor primarily in that the Teachers Aide's duties are more directly related to the instructional process. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Takes attendance;
Reads in a foreign language from prepared scripts for tape recording purposes;
Assists in overseeing technical operations of language or computer laboratory equipment;
Helps to set up science laboratory equipment, conduct experiments, and performs limited review of student laboratory reports;
Helps in the technical preparation and production of television programs;
Reads to and plays records for children in lower grades;
Provides piano, violin or other musical accompaniment;
Proctors and otherwise helps to conduct examinations;
May assist teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
Supervises lunchroom or playground;
Assists children in lower grades with physical assistance as required;
Assists instructors in non-instructional aspects, in swim programs, and other athletic programs;

The above examples of duties are intended only as illustration of the various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Working knowledge in specific fields where specialized duties are involved; familiarity with classroom routine; ability to establish good relationships with children and others; ability to maintain discipline, resourcefulness; neat personal appearance; tact; courtesy; good judgment; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education, plus additional experience or education where specialized duties require such.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Adopted 2/18/77

Revised 3/18/82, 10/10/85, 9/1/95, 3/16/21, 9/5/25