



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	STUDENT AIDE
Jurisdictional Class:	Non-Competitive (Approved NYSCSC 10/21/09)
Civil Division:	County Schools; Cayuga-Onondaga BOCES
Adoption: CSM	11/12/03
Revised: CSM	12/17/04, 4/11/07, 2/13/08

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the school districts and involves responsibility for assisting physically or mentally disabled students getting on, riding and getting off school buses, moving between classes and during all school activities. The incumbent also assists disabled students with basic personal needs. The work is performed under the general direction of the Building Principal, Registered Professional Nurse (School) or other assigned supervisor. Supervision of others is not a function of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists disabled students to and from school bus upon arrival and dismissal;
Assists and supervises disabled students during school bus runs;
May operate a lift to load and unload disabled student passengers, secure restraint devices and wheelchair locks;
Aids disabled students with books, clothing, arranging of his/her locker and related activities;
Accompanies students to classrooms, aids the students at their desks and in any activities in which they participate in while in school;
Transports disabled students to occupational and/or physical therapy sessions;
Prepares simple records and reports on the disabled students' progress in moving between classrooms, school activities, and events;
May participate in the development of an individualized education program for disabled students with teachers, parents, and building staff;
Maintains daily log of problems encountered and actions taken;
Assists disabled students or other staff as needed;
Performs related tasks as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Ability to establish good working relationships with students, teachers, and co-workers;
Ability to assist disabled students on and off the bus;
Ability to aid disabled student with basic personal needs;
Ability to acquire a working knowledge of basic first aid methods;
Ability to understand and follow simple oral and written directions;
Familiarity with routine of school classrooms and bus procedures;
Familiarity with the various bus routes in the district and their stopping places for students;
Patience and resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or higher level, or possession of a high school equivalency diploma; **OR**
- (B) Completion of an appropriate course of instruction for Teacher Aide Training, Child Care Provider Training, Human Services Training, or equivalent.