



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

JOB SPECIFICATION

Civil Service Title: **Teacher Aide-Driver**
Jurisdictional Class: Non-Competitive - JCP
Civil Division: BOCES
Adoption: CSM 03/15/2022
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This classification assists school teachers with various functions in the classroom by performing varied duties as assigned by the teacher in the classroom and also performs driving duties. Teacher Aide titles are employed for positions which are created for the main purpose of relieving school teachers of that part of their duties that can be performed by non-certified personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Teacher Aide:

Assists school teachers by performing varied duties associated with the classroom environment;
Adapts or creates instructional materials as directed by the classroom teacher to meet the needs of students;
Maintains appropriate student discipline reflective of the expectations of the teacher;
Works closely with individual students and small groups as assigned by the classroom teacher;
Works as a member of the classroom team to accompany and support students;
Constructs materials for learning centers and instructional activities from rough drafts and verbal instructions;
Assists the teacher in recording data on student performance;
Provides feedback to the classroom teacher regarding students' programs and needs;
Occasionally oversees the classroom when the teacher is out of the room;
Supervises study halls, corridors, lunch-rooms and other monitoring duties;
Assists teachers and students in selecting supplementary materials from the library;
May correct themes, compositions, standardized and objective tests;
Provides individual assistance to students as directed by the teacher;
Assists in monitoring student on-task behavior and helps to provide individual guidance for the purpose of understanding assignments;
Under the direct supervision of a classroom teacher helps to support previously taught skills and content;
Assists in routine classroom housekeeping chores;
May be required to give assistance one-on-one to disabled students as assigned by classroom teacher;
May be required to give close supervision to children in special classes.
May perform simple clerical tasks.

TYPICAL WORK ACTIVITIES, continued: (Illustrative Only)**Driver:**

Operates a car or van in transporting passengers on a regular schedule;
Maps out efficient transportation routes;
Keeps records regarding vehicle operation including a daily mileage log;
Assists passengers when getting in and out of vehicle;
Instructs passengers about safety practices when entering and leaving van
May participate in disaster activities as trained and assigned;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Ability to establish good relationships with children and others;
Familiarity with classroom routine;
Resourcefulness in conducting activities indirectly related to the teaching process;
Ability to maintain order and discipline within the classroom;
Ability to get along well with children and command their respect;
Ability to oversee and monitor students;
Ability to focus on students' needs and safety under distracting situations;
Ability to respond quickly, calmly, and effectively in emergency situations;
Ability to perform basic cleaning and housekeeping tasks;
Above average clerical aptitude;
Good judgment;
Ability to follow oral and written instructions;
Ability to maintain simple records.

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.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State operator's license appropriate for the vehicles operated.