



CAYUGA



CIVIL SERVICE

An Equal Opportunity - Affirmative Action Employer

COUNTY



F:\Civil\Jobsp\Teacher Aide-Clerk

<b>TITLE:</b>	<b>TEACHER AIDE - CLERK</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>COUNTY SCHOOLS</b>
<b>ADOPTION: CSM</b>	<b>04/11/07</b>
<b>REVISED: CSM</b>	

**DISTINGUISHING FEATURES OF THE CLASS:**

Assists schoolteachers with various functions in the classroom by performing varied duties as assigned by the teacher; does related work as required. This title is employed for positions that are created for the main purpose of relieving school teachers of that part of their duties that can be performed by non-certified personnel. Incumbent may be responsible for assisting physically or mentally disabled students in riding and getting on and off school buses, moving between classes, and during all school activities. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of School Monitor are generally quite limited in scope whereas those of Teacher Aide often times require specific skills or abilities. Incumbent also performs clerical tasks. Duties depend on the tasks performed at a particular school district.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- 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, lunchrooms 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;
- Logs and retrieves data using alpha-numeric keyboard;
- Types various reports;
- May file and answer phones in an office;
- May be required to give close supervision to children in special classes;
- May assist with student busing as needed;
- Does related work 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;  
Above average clerical aptitude;  
Good judgment;  
Ability to follow oral and written instructions;  
Ability to type using an alpha-numeric keyboard;  
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.