

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting teachers and other professional staff in the performance of those duties that are related to the teaching process. Work is performed under the general supervision of a teacher or other professional staff member. Work is normally reviewed by immediate observation. Supervision over the work of other employees is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists teachers with study hall, corridor, lunchroom and other monitorial duties;

Performs a variety of routine clerical tasks related to the teaching process;

Works with individuals or small groups to review their progress in a remedial program;

Assists teachers in the correction of test papers, themes, compositions, and standardized and objective tests;

Assists in the recording of grades, maintaining files and preparing statistical reports;

Assists in routine classroom housekeeping chores;

Assists in organizing and supervising group games and related activities;

May assist in setting up science laboratory equipment, conducting experiments and performing limited review of student laboratory reports;

May read and tell stories to children;

May maintain a class supply room;

May have responsibility for providing assistance to an individual student who is handicapped or in some way disabled;

May occasionally supervise a class when the teacher is out of the room;

May utilize a typewriter and/or electronic data processing equipment in the course of carrying out various routine clerical duties;

May receive, issue, and renew library books and other educational material;

May assist teachers and students in selecting library material;

May prepare and maintain attendance records and reports;

May assist in the use of audio-visual equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; familiarity with classroom routine; ability to establish and maintain good relationships with students, teachers and co-workers; ability to exercise good judgment in communicating with students as well as others; ability to communicate effectively; ability to establish and maintain discipline; tact and courtesy; dependability; initiative; resourcefulness; good moral character; neat personal appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ULSTER COUNTY
7210 TEACH AID
Classification: Non-Competitive
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Revised: April 19, 1993