

SCHOOL AIDE

Code No. 5-19-038
LABOR

DISTINGUISHING FEATURES OF THE CLASS: This is a routine aide position in which the incumbent assists in a variety of tasks involved in the execution of the day-to-day operations of a school building. This class differs from teacher aide in that the focus of this class is on simple clerical and monitoring tasks, rather than assisting teachers with classroom-related activities such as grading papers, securing resource materials, proctoring exams and assisting students with assignments. The employee reports directly to, and works under the direct supervision of, a professional staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Acts as a monitor in study halls, corridors, libraries, lavatories, resource centers and cafeterias;

Performs a variety of routine clerical tasks such as making copies, running dittos, distributing mail;

Assists in libraries, filing materials, checking and shelving books;

Prepares bulletin boards;

Monitors computer lab or room and/or equipment;

Proctors examinations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the school organization; ability to follow simple oral and written instructions; ability to give instructions; ability to work well with students and school personnel; ability to maintain simple records; patience; dependability; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: There are no education or experience qualifications for this position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: December 3, 1981
REVISED: September 9, 2004