

SENIOR TEACHER AIDE

Code No.: 5-19-008
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior aide position that is responsible for the performance of paraprofessional services related to academic/classroom activities in an elementary school, junior or senior high school, a school library, media center, district learning center, instructional programs including special education and other activities both inside and outside of the classroom. Duties involve directly assisting teaching personnel with various tasks such as grading papers, proctoring exams, security, resource materials and/or assisting students with special projects. Duties may also involve working one-on-one with special education students for the entire day. Senior Teacher Aides do not give instruction, nor assist in the development of educational materials. The employee reports directly to and works under the general supervision of a teacher or school administrator. 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.)

Corrects multiple choice, true or false and/or other objective-type test questions using answer keys provided by teachers;

Assists teachers and staff in classrooms, laboratories, and library;

Assists teachers and administrators with coordination and/or scheduling of workflow for student assistance;

Prepares bulletin boards and collects instructional aids as directed by teachers;

Assists teachers by conducting research when requested;

Proctors examinations;

Assists teachers with audio-visual equipment set up and computer ~~station~~ monitoring;

Performs simple and routine clerical duties such as copying, duplicating, and filing.

DEPENDING UPON ASSIGNMENT DUTIES MAY ALSO INVOLVE THE FOLLOWING OR SIMILAR ACTIVITIES:

Assists teachers by performing non-instructional duties to support students with disabilities;

Rides school bus with students and provides support in community based activities;

Assists students in therapeutic and/or traditional outdoor pool;

Assists students with self-help, personal care activities, mobility and other similar activities when required for students with disabilities;

Works one-on-one with special education students, accompanies them throughout the day, and provides support.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of school organization and policies; ability to collect instructional aids for assigned topics; ability to assist students regarding homework assignments and special projects; ability to conduct research; ability to follow oral and written instructions; ability to establish and maintain effective professional relationships with school administrators, teachers, and students; ability to effectively work with and assist students in a variety of situations including special education students; ability to utilize a computer and related software; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Two (2) years paid or volunteer* full-time or its part-time equivalent experience working with children; OR,

(B) Successful completion of sixty (60) college semester credit hours from a regionally accredited or New York State registered college or university; OR,

(C) Possession of a certificate of completion for a course in child care through an occupational school, the American Red Cross or similar agency plus one (1) year paid or volunteer* full-time or its part-time equivalent experience as described in (A) above; OR,

(D) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Volunteer experience must be documented by the participating agency and signed by the appointing authority. Employment dates, average number of hours worked per week, and job duties must be included. Documentation must be included with your application.

Monroe County Civil Service Commission

ADOPTED: October 24, 1968

REVISED: July 14, 1983

REVISED: July 9, 2002

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Approved Non-Competitive 5/20/02 by New York State Civil Service Commission