

TEACHER AIDE

Code No.: 5-20-003
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an aide position in which the incumbent directly assists the teaching staff of a school district with various academic and/or classroom related activities. This title differs from School Aide in that the focus is on assisting teachers with classroom-related activities such as grading assignments, proctoring exams, and securing hard copy or electronic resource materials rather than clerical and monitoring tasks. Employees of this class do not assist in the development of instructional materials or give instruction. The employee reports directly to, and works under the direct supervision of, a teacher or 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.)

Assists students with academic assignments;

Assists students with their project research, library and media skills, and basic computer skills, etc.;

Corrects hard copy and electronically-submitted assignments;

Performs routine clerical duties such as: copying, filing, data entry, and compiling attendance reports;

Performs basic electronic duties such as downloading and uploading documents on student computers, electronic scanning, and simple database maintenance;

Assists students with computer equipment and technology resources; performs basic problem-solving diagnosis, and involves Information Technology staff, when needed;

Maintains inventory of and schedules repairs for classroom equipment, such as student computer hardware, desktops, and laptops;

Proctors examinations;

Monitors and supports the implementation of student programs;

Assists developmentally disabled students with their daily activities with regard to mobility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the school organization; working knowledge of basic student desktops and laptops; ability to follow oral and written instructions; ability to assist students with basic technology needs; ability to obtain student cooperation and attention; ability to give instructions; ability to work well with students and school personnel; ability to understand student behavior; ability to maintain simple electronic records; dependability; good judgment; physical condition commensurate with the demands of the position.

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

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess 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.

Monroe County Civil Service Commission

REVISED: December 3, 1981

REVISED: October 11, 1990

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