

## **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/classroom related activities. This class differs from school aide in that the focus of this class 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 and deal with 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, plus EITHER:

(A) One (1) year of full-time or its part-time equivalent paid or volunteer equivalent experience working in a clerical capacity; OR,

- (B) One (1) year of full-time or its part-time equivalent paid or volunteer equivalent experience working with children; OR,
- (C) Possession of a certificate of completion for a course for Child Care through an occupational school, The American Red Cross or similar agency; OR,
- (D) A combination of experience as defined by the limits of (A), (B), and (C) above.

**NOTE:** Successful completion of one (1) year of college education beyond high school (minimum of 30 semester college credit hours) may be substituted for the one (1) year of experience.

**SPECIAL REQUIREMENTS:** 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.

Monroe County Civil Service Commission

**REVISED:** December 3, 1981

**REVISED:** October 11, 1990

**REVISED:** September 9, 2004

**REVISED:** September 7, 2023