

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: TEACHER AIDE

TITLE #: 1680

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work involving responsibility for assisting school teachers in the performance of their non-teaching duties through a variety of activities related to the learning process. Work is performed under the direct supervision of a certified teacher, administrator, or a senior official in accordance with well-established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with small groups of children reviewing repetitive classwork;

Corrects papers and records grades under direction of a teacher;

Accompanies and supervises students in other school activities such as assembly programs, field trips, playgrounds, cafeteria, etc.;

Assists with arrangements and preparations for science demonstrations, music and art classes, audio-visual presentations, etc.;

Proctors and assists in the administration of various tests;

Performs a variety of clerical work related to teaching activities, such as typing, copying, filing and distributing information, preparing teaching aids, keeping classroom records and attendance, etc.;

May assist in crisis intervention and assist in classroom management as directed by the teacher;

May assist children with disabilities to maintain a normal school routine, including, but not limited to, bus arrivals and departures, cafeteria help, toileting, emergency exit during evacuation drills, lifting, carrying when needed;

May arrange parent conferences under direction of teacher;

May relieve classroom teachers for emergencies and meetings as needed;

May perform food service, school monitor or custodial/cleaner duties on a substitute basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of classroom routine; ability to establish and maintain good relationships with students, teachers and others within the school; ability to understand and follow oral and written communications; ability to maintain discipline; clerical aptitude; resourcefulness; tact; courtesy; good judgement; 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.

NOTE: When assigned to the Instructional Van in the Kiryas Joel Union Free School District, must possess a valid driver's license in a class determined appropriate by the district.

NOTE: When high school students are employed as Teacher Aides on a substitute basis to assist classroom teachers with the operation of audio-video equipment in the Distance Learning Program, there are no minimum qualifications.

NOTE: When assigned to the Goshen Central School District and the incumbent possesses a current New York State professional nurse's registration, may perform Registered Professional Nurse (School) duties on a substitute basis.

JURISDICTIONAL CLASSIFICATION: Non-competitive

REVISED: 8/17/20 AT