

# Teacher Aide/Bus Driver Tompkins County

**Department:** Various School Districts Throughout Tompkins County

**Classification:** Non-competitive

**Approved:** 2/2/94 Board Res.

**Revised:** 5/15

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** two years experience in the operation of a motor vehicle; **OR**
- (b) Four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the particular subjects taught in the classroom to which teacher aide is to be assigned **AND** two years experience in the operation of a motor vehicle ; **OR**
- (c) Possession of current certification by New York State or other appropriate agency to practice the vocation in which the teacher aide is to be assigned **AND** two years experience in the operation of a motor vehicle; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

## **SPECIAL REQUIREMENTS:**

- 1) Appointees will be required to possess the appropriate valid operator's license issued by the State of New York. License must be kept current and valid at all times throughout employment.
- 2) Applicants must satisfy requirements of Bus Drivers set forth in the rules and regulations of the New York State Commissioner of Education.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving responsibility for the performance of routine but necessary school and classroom tasks to relieve teachers for more specialized duties. The incumbent is also responsible for operating a school bus on a regular schedule or on special occasions. The work is performed under the general direction of the department director and the teacher. Supervision of other employees is not a normal responsibility of employees in this class. The employee will perform all related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Works with individuals or small groups to review progress in remedial reading or mathematics comprehension;
- Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports;
- Assists teachers in demonstrating the proper use of vocational tools and equipment;
- May correct themes, compositions, standardized and objective tests;
- Supervises class when teacher is out of room;
- Relieves teacher of study hall, corridor, lunchroom and other monitorial duties;
- Fills out, copies, types or dittos forms, reports and stencils from rough drafts;
- Assists in routine classroom housekeeping chores;
- Organizes and participates in group games and related activities;
- Reads and tells stories to children;
- Conducts vocabulary and pronunciation drills;
- Conducts review and drill in arithmetic with groups and individuals;
- Receives, issues and renews library books and other educational materials;
- Assists teachers and students in selecting supplementary materials from the library;
- May store and deliver audio-visual materials;
- Operates a school bus on a regular schedule or on special occasions;

- Maintains orderly conduct of students on the bus;
- Instructs or informs students concerning safety practices when entering, riding in, or leaving the bus;
- Reports any mechanical defects to immediate supervisor;
- Contacts supervisor immediately when a major malfunction, flat tire or accident occurs;
- Performs all required safety checks of vehicle prior to each trip; and
- Maintains daily trip log.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Familiarity with classroom routine;
- Ability to establish good relationships with students, teachers and co-workers;
- Ability to communicate effectively;
- Ability to establish and maintain discipline, tact, courtesy, dependability, initiative and resourcefulness;
- Good moral character;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Ability to operate a bus under a variety of driving and road conditions;
- Ability to understand and follow simple oral and written directions;
- Ability to get along well with others and command the respect of children and adolescents;
- Mechanical aptitude;
- Mental alertness; and
- The employee's physical condition shall be commensurate with the demands of the position.

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