

# Teacher Aide Tompkins County

**Department:** Various School Districts

**Classification:** Non-competitive

**Approved:** 09/80

**Revised:** 09/80; 05/85; 12/03; 07/04; 01/13; 2/17

**By:** HH Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma; **OR**
- (b) Four years of full time paid (or the equivalent part time and/or volunteer) experience in the particular subjects taught in the classrooms to which teacher aide is to be assigned; **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; **OR**
- (d) Any combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

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

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

Pursuant to Education Law 2009 (2a), teacher aides assist licensed or certified school teachers in the performance of their teaching functions by performing those non-teaching duties otherwise performed by such regular teacher or teachers. Persons hired as teacher aides may not perform the teaching duties of regular teachers, even if they hold a teaching license or certificate. Duties include but are not limited to the performance of functions such as managing records and materials, attending to students physical needs, helping students with clothing, monitoring and supervising students, having students line up, distributing and collecting papers, and reinforcing already taught materials/ skills in small groups or individually. Specific tasks will vary depending on the grade level and assignment to which an incumbent is assigned. Teacher aide positions differ for the certified position of Teaching Assistant in that Teacher Assistants can provide direct instructional services to students with or without the certified teacher's presence at the time instruction is provided. A Teacher Aide works under the general supervision of a teacher or the principal. Supervision of other employees is not a function of an employee in this class. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Supervise students and perform such other non-instructional services as support teaching duties when such services are determined and supervised by the teacher;
- Manage records, materials and equipment;
- Attend to the physical needs of students and/or assist students that have special needs;

## **Some examples:**

- Relieves teachers of classroom duties for short periods by supervising students;
- Performs tasks of a clerical nature as directed by the teacher such as: operating copy machines, filing, preparing statistical reports, and recording information;
- Supervises students during lunch, recess, study halls, time-out/detention rooms, the loading and unloading of buses and in the school corridors;
- Proctors and otherwise helps to conduct exams;
- Assists teachers in correcting exams; and may aid teachers in implementing testing modifications as designated;
- Aides teachers in the preparation, set-up and demonstration of computer, vocational, and other instructional tools and equipment;
- Assists teacher in routine classroom preparation, housekeeping, and distribution of instructional materials to classrooms, bulletin boards;

- Assists teacher by helping students to stay focused, pay attention and participate, for example, reminding students to listen when the teacher is giving directions;
- Assists in implementing good behavior management routines and techniques;
- May assist teacher by assisting students with instructional assignments and reinforcement activities using learning materials;
- May read and tell stories to students.

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

- Working knowledge of the classroom routine;
- Above average clerical aptitude;
- Good communication skills( oral, written & listening);
- Ability to maintain confidentiality;
- Ability to follow written and verbal instructions;
- Ability to establish good relationships with students, teachers, and co-workers;
- Ability to establish and maintain discipline;
- Willingness and successful completion of district-wide in-service training as might be required for the position;
- Neat personal appearance;
- Tact, courtesy, dependability, initiative, resourcefulness and a good moral character are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation

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