

TEACHER AIDE

Location: Tioga County School Districts
Classification: Non-Competitive
Salary: Varies by location
Adopted: Revised 5/97; 8/03, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting school teachers with certain duties which can be performed by non-professional personnel. This position differs from that of School Monitor due to the more complex nature of assignments that are performed. The duties of School Monitor are generally quite limited in scope whereas those of Teacher Aide often require specific skills or abilities. Direct supervision is received from school teachers or other school officials. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
- Proctors and otherwise helps to conduct examinations;
- Assists in overseeing technical operations of language laboratory equipment;
- Helps to set up science laboratory equipment, conduct experiments and perform limited review of student laboratory reports;
- Helps in the technical preparation and production of television programs;
- Reads to and play records for child in lower grades;
- Reads in a foreign language from prepared scripts for tape recording purposes;
- May provide assistance to student and/or teachers in computer laboratories.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to establish good relationships with children and others; knowledge of first aid methods; clerical aptitude; familiarity with classroom routine; good background or knowledge in a specific field where specialized duties are involved; ability to maintain discipline; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; **OR** any equivalent combination of training and experience indicating ability to perform the work.