

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SCHOOL TEACHER AIDE**

Jurisdictional Class: **Non-Competitive**
Date Adopted:
Date Revised: **June 14, 1999**
Jurisdictions: **Schools**
Union Status:
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: Employees in this title assist school teachers by performing duties which can be performed by non-professional personnel. Work is performed in the classroom or at a teaching station under the general supervision of a member of the professional staff and duties may vary at different grade levels. A school teacher aide may operate an alphanumeric keyboard in performing the duties of the position however neither speed nor accuracy are required and keyboarding is a secondary and minor function of the position. School teacher aides do not work in offices on a regular basis. The class differs from that of School Monitor by the more complex nature of the assignments that are performed. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling and other subject;
Assists teachers in correcting test papers, recording grades, maintaining files and preparing statistical reports;
Occasionally oversees class when teacher is out of room;
Assists teachers with study hall, corridor, lunchroom and other monitorial duties;
Fills out, keyboards and photocopies forms and reports from various rough drafts;
Assists teachers and students in selecting supplementary materials from the library;
May be assigned to assist handicapped students take notes, gather books, etc;
May correct themes, compositions, standardized and objective tests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; 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; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a