

## **SUBSTITUTE TEACHER AIDE**

**Qualifications:** Graduation from high school or possession of a high school equivalency diploma; training or experience in an area which will be utilized to aid in the teaching process.

**Reports To:** Building Principal

### **Essential Job Function-Distinguishing Features of the Class:**

This is responsible work involving the performance of non-teaching tasks related to the teaching process in a classroom or school. Incumbents relieve the teaching staff of that part of their duties related to teaching, which may be performed by a non-teacher. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed, though on a limited basis Teacher Aide may be assigned monitoring duties. A Teacher Aide does related work as required.

### **Performance Responsibilities-Typical Work Activities:**

1. Works with small groups of students, or one-on-one, reinforcing skills taught by a teacher.
2. Arrives to school on time, prepared, and with a professional appearance and demeanor for the assignment.
3. Meets job commitments as accepted through the substitute placement and absence management system, maintaining proper use at all times.
4. Helps teacher with bulletin boards, arts and crafts, and the conduct of games.
5. Operates copy machines producing copies, transparencies, and other copied material utilized in the teaching process.
6. Collates copied material.
7. Takes attendance and distributes work folders.
8. Distributes audio-visual equipment and materials.
9. Operates audio-visual/technical equipment.
10. Directs students to classes.
11. Proctors and assists in the conduct of examinations.
12. May perform incidental duplicating and typing tasks.
13. Assists in toileting of incontinent children.
14. Assists children in daily living skills.
15. Helps in feeding children who need this service.
16. Assists in transporting non-ambulatory or developmentally disabled children.
17. Assists students with behavioral management needs.
18. May supervise students in various settings such as classroom, hall, lunchroom, bus, playground, or parking lot.
19. Performs other duties as assigned by the principal.

**Full Performance Knowledges, Skills, Abilities, and Personal Characteristics:**

The ability to establish good relationships with students and teachers, ability to readily acquire a familiarity with school and classroom routine, ability to read and write English, resourcefulness in conducting activities related to the teaching process, tact, courtesy, good judgment and physical condition sufficient to perform the essential functions of the position.

**Terms of Employment:** As needed basis.

**Evaluation:** Performance is evaluated by the Building Principal

**Special Requirement for Appointment in School Districts/BOCES:**

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.