

Jurisdictional Class: Competitive
Non-Competitive for School District Service Only
EEO Category: Paraprofessional
Revised: 09/29/2025

TEACHER AIDE-CLEANER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for relieving teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. The duties and responsibilities may vary at different grade levels. The incumbent is also responsible for performing routine building cleaning duties which follow a well-established routine. The work is performed under the supervision of the School Principal, a member of the teaching staff and/or the Director of Facilities. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in setting up classroom equipment for various classroom activities;
Proctors and otherwise helps to conduct examinations;
Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling, and other subjects;
Occasionally oversees class when teacher is out of the room;
Assists teachers with study hall, corridor, lunchroom, and other monitorial duties;
Fills out, copies, or types out reports, etc. from various rough drafts;
Assists in routine classroom housekeeping chores;
Organizes and participates in group games and related activities;
Assists teachers and students in selecting supplementary materials from the library;
Washes windows, walls, woodwork, toilets, tubs, and bowls;
Picks up laundry and garbage;
Dusts chairs, tables, desks, and other furniture;
Sweeps, mops and washes floors and other minor custodial duties;
Gathers and disposes of refuse;
Cleans and polishes furniture and brass;
May assist teachers in the correction of various test papers, recording grades, maintaining files, and preparing statistical reports;
May be assigned to assist handicapped students to take notes, gather books, and aid them with other school related activities;
May read to children in lower grades.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good background or knowledge of specific field where specialized duties are involved; working knowledge of classroom routine; working knowledge of cleaning methods, materials and equipment; clerical aptitude; ability to establish good relationships with students, teachers, and co-workers; ability to understand and follow simple oral and written directions; ability to communicate effectively; ability to establish and maintain discipline; good judgement; tact; resourcefulness; courtesy.

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

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Adopted: 11/17/2017
Revised: 09/29/2025

Non-Competitive classification approved for ALL School District Service (#2025-028 – NYSCSC 09/10/2025 and NYSDOS 09/29/2025)

Oneida County Civil Service