

Jurisdictional Class: Non-Competitive for New Hartford Central School District
and Whitesboro Central School District Only
EEO Category: Service/Maintenance
Revised: 10/08/2020

TEACHER AIDE – SCHOOL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for relieving school 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. Employees in these positions also guide children safely across streets and intersections and oversee students in corridors, locker rooms, as passengers on school district buses, and in other designated school building rooms and areas. The work is performed under the supervision of the School Principal. 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 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;
Guides children safely across streets and intersections in accordance with operating traffic lights;
Oversees and maintains order of students passing between classes and in other designated rooms and areas on the school premises;
Performs miscellaneous clerical duties as assigned;
Helps children in lower grades with wearing apparel;
Has charge of students during rest periods;
Assists teachers with play supervision and with lunches;
May be in charge of supplies and equipment in various school rooms and facilities;
May be responsible for security procedures, such as, checking the condition of building rooms and unlocking/securing doors and windows before and after school activities;
May assist teachers in the correction of various test papers, recording of 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; good general intelligence; good powers of observation working knowledge of classroom routine; clerical aptitude; ability to establish good relationships with students, teachers, and co-workers; ability to understand and follow simple oral and written

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd): directions; ability to communicate effectively; ability to establish and maintain discipline; ability to get along well with children; ability to work as part of a team; ability to understand and follow directions; good judgement; tact; resourcefulness; courtesy; physical condition commensurate to do the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and knowledge in particular field where specialized duties are involved.

Adopted: 09/11/2019

Revised: 01/21/2020; 10/08/2020