



***Seneca County***  
***Personnel Department***

1 DI PRONIO DRIVE  
WATERLOO, NEW YORK 13165

**Kathy Corona**  
Personnel Officer

**JoLyn Yochum**  
Personnel Technician

Tel: 315-539-1710  
Fax: 315-539-1658

TO: ALL APPLICANTS APPLYING FOR **TEACHER AIDE**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**TEACHER AIDE DISTINGUISHING FEATURES OF THE CLASS:**

This work involves responsibility for the performance of routine classroom duties and non-professional tasks to assist teachers in the classroom. Duties include performance of mechanical functions such as managing records and materials, attending to students physical needs, helping students with clothing, monitoring students, having students line up, distributing and collecting papers. Specific tasks will vary depending on the grade level to which an incumbent is assigned. Teacher Aide positions differ from the certificated position of Teaching Assistant in that incumbents in Teacher Aide positions shall not perform duties which are instructional or instructionally related, which include, but are not limited to reinforcement and remediation. An example includes, a Teacher Assistant may and a Teacher Aide may not work with individual students or small groups on instructional tasks to reinforce teacher assigned drills or practice activities. A Teacher Aide works under the general supervision of a teacher or the principal. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Attends to physical needs of students and/or assist student with special needs;  
Keeps simple records such as recording grades or completion of homework assignments, as directed by teacher;  
Assist teacher in routine classroom preparation duties, such as making student folders, making charts, schedules, posters and bulletin boards at the direction of teacher;  
Helps teacher to set up classroom by distributing and/or gathering materials and setting up equipment;  
Assists teachers in demonstrating the proper use of vocational tools and equipment;  
Corrects standardized objective tests;  
Supervises and monitors class when teacher is out of room;  
Relieves teacher of study hall, corridor, lunchroom and other monitorial duties;

Helps maintain discipline and structure within the classroom;  
Makes photocopies of materials for classes and lessons;  
Provides a good example to students as in the areas of cleanliness and proper manners;  
Assists teacher by helping students to stay focused, pay attention and participate by reminding students to listen when the teacher is giving directions;  
Assists in routine classroom housekeeping chores;  
Organizes and participates in group games and related activities;  
Reads and tells stories to children;  
Assists in implementing good behavior management routines and techniques;  
Takes attendance and lunch counts;  
Assists teachers in helping students prepare for dismissal by helping students gather belongings;  
Escorts students to and from buses, classrooms, bathroom and lunchroom;  
May assist teacher in proctoring tests;

**TYPICAL WORK ACTIVITIES:** (Illustrative Only): Continued

May assist teachers and students in selecting materials in the library;  
May assist teachers and students in computer operation;  
May write down homework and take class notes for students;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of classroom routine;  
Ability to establish good relationships with students, teachers and coworkers;  
Ability to communicate effectively;  
Ability to establish and maintain discipline;  
Tact; courtesy; dependability; initiative and resourcefulness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.