TEACHER AIDE (BOCES)

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 dependmg 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 relate to presenting/teaching new instruction. An example includes, a Teacher Assistant may and a Teacher Aide may not work with individual students or small groups on new instructional tasks. A Teacher Aide works under the general supervision of a teacher or the principal. The incumbent does related work as required.

Typical Work Activities:

- Assists with classroom activities as directed by a teacher such as collecting attendance, assignments, lunch count for teacher to record;
- Prepare the classroom as directed by teacher;
- Works with individual children as directed by a teacher including but not limited to proctoring exams, technology support, games, supervision of reinforcement activities;.
- May write down homework and notes for students;
- Assists children with arrival and departure involving clothing and supervision;
- Cleans up and puts away materials for use. Demonstrates use of such tools in the classroom, including vocational equipment;
- Assists the teacher in the implementation of activities that include but are not limited to feeding, toileting, other activities of daily living, supervision and behavior management;
- Assists the teacher in implementing classroom management and/or individual student's behavior;
- Accompanies a child when outside of the classroom, which may include the duties and responsibilities of a Job Coach;
- Assists and supervises study hall, corridor, lunchroom, classroom when teacher is out of room, and other monitorial duties, both indoors and outdoors.
- Helps maintain discipline and structure within the classroom;
- Assists the physical needs of a student or students relating to safety, care and management, mobility and/or material management as needed by the student;
- Lift students into and out of mobility devices and onto and up from lavatory facilities.

Teacher Aide continued

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Ability to establish good relationships with students, teachers and coworkers;
- Ability to communicate effectively;
- Ability to support the emotional, physical, mental, and social needs of the student;
- Physical condition commensurate with needs of duties.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

11/18/2025

CLASS: NON-COMPETITIVE