

Cooperstown Central School District
Job Description

Title: Teacher Aide

Qualifications:

- Certification not required. Employment is subject to New York State Civil Service laws.
- Qualifications are determined by local Boards of Education.

Job Description:

Teacher aides perform non-instructional duties under supervision determined by the local school district in accordance with Civil Service Law. Duties may include, but are not limited to:

- assisting in physical care tasks and health-related activities as appropriate
- reading to and playing audio-visual materials for students
- assisting students with behavioral/management needs
- supervising students under the direction of classroom teachers and/or other professional staff
- assisting in the correction of test papers, recording grades, maintaining files, and preparing statistical reports
- managing records, materials and equipment
- assisting in proctoring exams and administering test accommodations
- reviewing lessons and concepts previously covered by the teacher with individuals and small groups
- assisting teachers with the preparation of instructional materials
- performing various clerical tasks as assigned
- assisting in oversight and technical operations of language and/or computer laboratories
- assisting in the set up of laboratory equipment and performing limited reviews of student laboratory reports
- preparing scripts for recording purposes
- attending in-service programs and workshops conducted for the regular teaching staff
- performing such additional duties as assigned

Required Knowledge, Skills, and Abilities:

- Good General intelligence
- ability to establish good relationships with students, teachers, and peers
- familiarity with classroom routines
- good background or knowledge in specific field where specialized duties are involved
- above average clerical aptitude
- resourcefulness in conducting above described activities indirectly related to teaching process
- neat personal appearance
- ability to maintain discipline
- tact and courtesy
- good judgment
- good physical condition

Adopted: 10/19/2011