



PLEASE POST

GARY RUSH

Interim Superintendent of Schools
ADMINISTRATION OFFICE

RODNEY GILMORE, Ed. D.

Associate Superintendent for Human Resources
HUMAN RESOURCES DEPARTMENT

October 29, 2025

JOB POSTING # 150

2025 - 2026 SCHOOL YEAR VACANCIES

This position is subject to Civil Service Approval

POSITION: TEACHER AIDES

LOCATION: Districtwide

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 assigned grade level as well as other job assignments. Teacher Aide positions differ from the certified position of Teaching Assistant in that incumbents in Teacher Aide positions shall not perform duties which are instructional or instructionally related, including but not limited to reinforcement and remediation. For example, a Teacher Assistant may but a Teacher Aide may not work with individual students or small groups on instructional tasks to reinforce teacher assigned drills or practice activities. Work is performed under general supervision of a teacher or school administrator. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains simple records such as recording grades or completion of homework assignments, as directed by teacher.
- Provides a good example to students in such areas as 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.
- Keeps records of attendance. Non-instructional duties only.
- Assists teachers in helping students prepare for dismissal by helping students gather belongings.
- Escorts students to and from buses, classrooms, bathroom, and lunchroom.
- May write down homework and take class notes for students.
- Performs a variety of related activities as required.

WHEN ASSIGNED TO SPECIAL EDUCATION STUDENTS:

- Attends to physical needs of children handicapped, such as assistance with clothing, bathroom, and lunchroom.
- Function as 1:1 Aide assisting teachers with students in project work for small groups.
- Assists the disabled student(s) to and from the school bus upon arrival and dismissal.
- Accompanies the disabled student(s) between classrooms, aids the child(ren) at activity sites and in activities which the student(s) can participate in while in school.
- Aids the disabled student(s) with clothing, arranging his/her/their locker(s) and related activities.
- Assists the disabled student(s) with repetitive drills of physical skills as directed by a Special Education Teacher.
- Prepares simple records and reports on a disabled student's progress.
- Performs a variety of related activities as required.

QUALIFICATIONS: Graduation from high school

COMPENSATION: Contractual

CLOSING DATE: November 5, 2025

APPLICATION PROCEDURE: To apply click on this link www.olasjobs.org/hempstead-ufsd

Rodney Gilmore

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