

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000
Fax (716) 375-8047



JOB DESCRIPTION

Teacher Aide
(Non-Competitive)

QUALIFICATIONS:

1. Graduation from a standard high school or possession of a high school equivalency diploma and knowledge in a particular field where specialized duties are involved.

RESPONSIBLE TO: Building Principal

JOB GOAL: To assist teachers in various duties in order to improve the overall education of students and orderliness of the classroom.

GENERAL RESPONSIBILITIES:

- A. To assist teachers in the performance of non-teaching related responsibilities, such as making photocopies, correcting papers, filing, typing and other routine clerical duties.
- B. To work with an individual or a small group of students for skill reinforcement using teacher plans and direction.
- C. To monitor students, such as in the cafeteria, at recess, in study hall, at field trips, assemblies, special school activities, and to provide coverage for a short period of time when the teacher is not in the classroom.
- D. To assist in the office.
- E. To establish and maintain cooperative, positive relationships with those contacted in the course of work.
- F. To interact with students showing respect, sensitivity and fairness.
- G. To support a positive school climate and school-wide activities.



- H. To participate in District professional development activities.
- I. To perform additional duties as assigned by supervisor.
- J. To maintain confidentiality.
- K. Takes attendance and distributes work folders.
- L. Operates audio-visual equipment.
- M. Proctors and assists in the conduct of examinations.
- N. Assists in toileting of incontinent children.
- O. Assists children in daily living skills.
- P. Helps in feeding children who need this service.
- Q. Assists in transporting non-ambulatory or developmentally disabled children.

TERMS OF EMPLOYMENT: Part time or full time; 10-month year; salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Employee Performance Evaluation.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

Print Name: _____

