

TEACHER ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class provide paraprofessional assistance and support in assigned areas. Work may involve services to children in childcare setting, in a camp or nature program or other specialized setting. Supervision of staff is not a requirement of the position. When assigned to the Parks Department's summer camp program, incumbents work for the season in the area of their specialty. In the Parks department's nature programs and the Child Life program at Westchester Medical Center, incumbents work on an hourly basis. Supervision is not a responsibility of this class, but incumbents may lead and guide support staff, as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

If assigned to direct services:

Supervises children in assigned activities;

Assists in the utilization and maintenance of teaching materials and equipment;

Assists in the general management of the children during outdoor activities;

Assists teachers in setting up room before daily activities;

Attends staff meetings and consults other professionals regularly to discuss cases and treatment plans for individual children and interactions during classroom activities;

Provides support to student/parents who have children enrolled in program;

Assists with medical emergency procedures, fire evacuation procedures and sick child policies.

Assists in the review of the school programs.

If assigned to PRC:

Plans daily activities based on outlines of specialized program in areas including music, nature, farming, history, etc. geared to participant interest and skill level;

Leads group activities in assigned areas;

Leads nature programs geared to participant interest and skill level;

Assists in various program areas, as assigned;

Oversees campers and visitors, assuring their safety during the activities;

If assigned to Westchester Medical Center:

Gives instructions and leads games and activities with Pediatric patients;

EXAMPLES OF WORK: (Illustrative Only)

Organizes and supervises individual and group activities;

Maintains equipment and supplies necessary for activities;

Assists supervisors with procedural details;

Discusses patient restrictions (physical mobility, diet restrictions, developmental levels, etc.) with Child Life staff to lead suitable activities;

Alerts appropriate person to significant behavioral changes in patient's condition;

Uses computer applications or other automated systems such word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the modern methods of teaching early childhood programs; interpersonal and communication skills to effectively interact with children, families, staff and volunteers; skill in providing instruction to children and leading various activities; ability to work with children; ability to organize and monitor developmentally appropriate activities; ability to follow oral instructions; ability to work well with others; ability to use computer applications such as word processing, spreadsheets, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; patience; initiative; tact; creativity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma either (a) an Associate Degree* or satisfactory completion 60 credits* with at least one course in childhood education, psychology, or involving issues on early childhood development; or (b) an Associate Degree* or satisfactory completion 60 credits* and one year of experience which involved working with children leading them in program areas such as music, history, nature, art, farming, etc.; or (c) two years experience as described in (b); or (d) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Unclassified† (WCC only)
DRC3

Job Class Code: C1168, H0454
Job Group: VI