

CLERK-TEACHER AIDE

GENERAL STATEMENT OF DUTIES: Performs clerical work of average difficulty and assists school teachers by performing varied duties associated with the teaching process; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a variety of clerical duties of average difficulty, requiring limited judgement and responsibility in the carrying out of prescribed procedures. In addition, this position also requires the incumbent to assist teachers with that part of their duties which, while related to the teaching process, can be performed by non- professional personnel. Duties of the Teacher Aide often times require specific skills or abilities. Although clerical work is a primary responsibility of this position, qualified typing is not required.

EXAMPLES OF WORK: (Illustrative Only)

Keeps simple financial records or assists in the keeping of more complex financial records;

Audits invoices and makes out checks;

Makes and checks arithmetical computations;

Prepares reports and summaries from office records and data;

Posts entries to records or books of account;

Checks reports against tape readings and cash receipts;

Furnishes routine information to inquirers at a public counter, over the telephone or by form letter;

Opens, sorts and distributes mail;

Checks papers such as applications, vouchers, or other forms for accuracy and content;

Maintains number index, cross indexes and files office correspondence and other material;

Maintains simple files, receiving, entering and tabulating correspondence, legal documents and other papers;

Requisitions and issues stationary, forms, records and other office supplies;

Assists in taking inventories and in making necessary reconciliation with records;

Assists in proof reading;

EXAMPLES OF WORK: (Illustrative Only)

Provides clerical aide in direct support of a teacher in such matters as checking homework or examination papers, averaging grades, checking attendance, collecting money, preparing charts, making up lists, maintaining classroom files, preparing dittos, operating duplicating machines;

Provides physical aid to the teacher in such areas as maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing various materials and supplies, setting up audio-visual, computer, television and laboratory presentations, giving personal physical assistance to individual children (clothing, feeding, wash-up, bathroom) as required.;

May maintain order and discipline in the temporary absence of the teacher or in the classroom, hallways, lunchrooms, etc., on either a regularly assigned or occasional basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

CLERICAL ASPECTS:

Familiarity with office procedures, including the use of basic office equipment, labor saving devices and filing systems; skill in filing, in posting to simple records and in making simple arithmetical computations; accuracy in making and checking records, resourcefulness in locating information and compiling summaries of data from office records; ability to get along well with others.

TEACHER AIDE ASPECTS:

Working knowledge in specific field where specialized duties are involved; familiarity with classroom routine; ability to establish good relationships with children and others; ability to maintain discipline; clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; good judgment; tact; courtesy; physical conditions commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check