

Civil Division: Waterville Central School District
Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Service/Maintenance
Adopted: 06/06/16

TEACHER AIDE - WATCHPERSON

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. The duties and responsibilities in helping classroom teachers may vary depending upon the grade level involved. Incumbents in this position also watch over school district buildings and property areas as assigned. The work is performed under the direct supervision of the School Principal. Supervision over the work of others is not a responsibility of employees in this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists teachers with study hall, corridor, lunchroom, monitorial and other non-instructional duties;

Organizes and participates in group games and related activities;

Prevents admittance to the premises of unauthorized persons;

Prevents damage to property;

Assists in setting up classroom equipment for various classroom activities;

Assists in routine classroom housekeeping chores;

May be assigned to assist handicapped students with school related activities;

May perform routine cleaning, maintenance and related clerical duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good general intelligence; ability to get along well with students and command their respect; ability to communicate effectively; ability to think and act quickly in an emergency; ability to record accurate reports; familiarity with classroom routine; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

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