

Civil Division: Westmoreland Central School District
Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Service/Maintenance
Adopted: 11/17/17

TEACHER AIDE-CLEANER

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 may vary at different grade levels. The incumbent is also responsible to perform routine building cleaning duties which follow a well-established routine. The work is performed under the supervision of the School Principal, a member of the teaching staff and/or the Director of Facilities. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in setting up classroom equipment for various classroom activities;
Proctors and otherwise helps to conduct examinations;
Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling and other subjects;
Occasionally oversees class when teacher is out of the room;
Assists teachers with study hall, corridor, lunchroom and other monitorial duties;
Fills out, copies or types reports, etc. from various rough drafts;
Assists in routine classroom housekeeping chores;
Organizes and participates in group games and related activities;
Assists teachers and students in selecting supplementary materials from the library;
Washes windows, walls, woodwork, toilets, tubs and bowls;
Picks up laundry and garbage;
Dusts chairs, tables, desks and other furniture;
Sweeps, mops and washes floors and other minor custodial duties;
Gathers and disposes of refuse;
Cleans and polishes furniture and brass;
May assist teachers in the correction of various test papers, recording of grades, maintaining files and preparing statistical reports;
May be assigned to assist handicapped students to take notes, gather books, and aid them with other school related activities;
May read to children in lower grades.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good background or knowledge of specific field where specialized duties are involved; working knowledge of classroom routine; working knowledge of cleaning methods, materials and equipment; clerical aptitude; ability to establish good relationships with students, teachers, and co-workers; ability to understand and follow simple oral and written directions; ability to communicate effectively; ability to establish and maintain discipline; good judgement; tact; resourcefulness; courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and knowledge in particular field where specialized duties are involved.