

CLERK-TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under supervision the incumbent performs a variety of clerical duties of average difficulty, requiring judgement and responsibility in the carrying out of prescribed procedures; detailed instructions are given for new or difficult assignments, work is reviewed by immediate supervisor, employees may be assigned to a computer system or specific software; in addition, this position requires the incumbent to relieve school teachers of those duties, which even though related to the teaching process, are basically non-instructional in nature, and which can be performed by non-professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sorts, open, and files mail, bills and other material;
Files, pulls material from files, makes simple file searches and maintains various records;
May disburse petty cash; collect fees and accounts for monies received;
Types, checks, reviews records and reports for clerical accuracy, completeness;
Answers telephone and gives out routine information, and may act as a receptionist;
May operate a public address system, take attendance, relieve at switchboard or at a public counter;
Operates a computer system, multifunction copier machine and other office equipment;
Compiles simple statistical reports;
Types materials from copy, correspondence, payrolls, form letters, examinations, reports, rosters, various records and other material;
Maintains and makes entries on a variety of control and record cards and/or in ledger from original sources;
Provide physical aid to the teacher in such areas as bulletin boards, making posters, obtaining and returning reference materials, distributing various materials and supplies;
Assists teachers in proof reading, correction of papers, recording of grades;
Supervise lunchroom or playground;
Assists instructors in non-instructional aspects;
Assists children in lower grades with physical assistance as required;
Proctor and otherwise helps to conduct exams;
Assists in setting up laboratory equipment, conduct experiments, overseeing technical operations of language or computer laboratory equipment;
Provides clerical aide in direct support of a teacher in a non-instructional manner;
May maintain order in the temporary absence of the teacher or in a classroom;
Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; skill in filing, posting to simple records, making simple arithmetical computations, accuracy in making and checking records, resourcefulness; ability to understand and follow oral and written instructions; ability to establish good relationships with children and others; ability to write legibly; clerical aptitude; working knowledge in specific fields where specialized duties are involved; familiarity with classroom routine; ability to maintain discipline; neat personal appearance; tact; courtesy; good judgment; physical conditions commensurate with the duties of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

- A.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education.

Competitive Class