

Granville Central School District

58 Quaker Street, Granville, NY 12832 (518) 642-1051

VACANCY NOTICE # 24 023

March 27, 2024

POSITION: TEACHER AIDE - MJT

START DATE: ASAP

SALARY: \$15.50/hr.

QUALIFICATIONS: High School Diploma/GED

APPLICATION DEADLINE: April 19, 2024

CONTACT:

Breanne Taylor, Principal
btaylor@granvillecsd.org

Letter of Interest (for current employees)

Current Resume

Completed Application (Access from district website)

The Granville Central School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, or handicap. Present staff members who are interested in applying for the above positions should submit a written statement indicating the position they are applying for, outlining past experience in a similar position and summarizing qualifications for the position. If additional records or other materials are needed, these will be requested after receipt of the initial written submission.

cc: Staff, Administrators, Posting Book, Business Office, Administrators

TEACHER AIDE

GENERAL STATEMENT OF DUTIES: Assists licensed or certified school teachers in the performance of their teaching functions by supervising students and performing those non-teaching duties otherwise performed by such regular teacher or teachers.

DISTINGUISHING FEATURES OF THE CLASS: The title is employed for positions which are created for the main purpose of relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. Teacher Aides may not perform the teaching duties of regular teachers, even if they hold a teaching license or certificate. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. The duties of School Monitor are generally quite limited in scope whereas those of teacher aide often times require specific skills or abilities. The work is performed under the general supervision of an administrator or a member of the teaching staff. Does related work as required.

EXAMPLES OF WORK:

- Prepares scripts for tape recording purposes;
- Assists in oversight and technical operations of language and/or computer laboratories;
- Assists to set up laboratory equipment, conduct experiments and performs limited review of student laboratory reports;
- Assists in the technical preparation and production of media programs;
- Reads to and plays audio-visual materials for children in lower grades;
- Assists in proctoring and other tasks related to the administration of examinations;
- Assists in the tasking of attendance, the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
- Assists in physical care tasks and health-related activities as appropriate;
- Assists students with behavioral/management needs;
- Any other non-teaching duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; good judgment; good physical condition; able to lift a minimum of 50 pounds.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school supplemented by additional experience and knowledge in a particular field where specialized duties are involved; or any equivalent combination of experience and training.