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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : TEACHER AIDE**  
**Code: 210070 LNK**  
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**Non-Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists school teachers in the performance of their teaching functions by performing varied duties associated with teaching process; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under supervision, this 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. 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 require specific skills or abilities. A Teacher Aide requires tact, courtesy, good judgment, neat appearance, and good physical condition.

**TYPICAL DUTIES**

1. Reads in a foreign language from prepared scripts for tape recording purposes or interprets the spoken language by signing.
2. Assists in overseeing technical operations of language laboratory equipment.
3. Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports.
4. Helps in the technical preparation and production of television programs.
5. Reads to and plays records for children in lower grades.
6. Provides piano, violin, or other musical accompaniment.
7. Proctors and otherwise helps to conduct examinations.
8. Assists teachers in correcting test papers and assignments, recording of grades, maintaining files and preparing statistical reports, as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of specific field where specialized duties are involved.
2. Knowledge of classroom routine.
3. Ability to perform clerical tasks.
4. Ability to establish good relationships with children, parents, and associates.
5. Ability to maintain discipline.
6. Ability to sign and interpret, as required.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school.

**NOTE:** Experience and/or training in a particular field where specialized duties are involved may be substituted for high school on a year-for-year basis up to a maximum of two years.

**NOTE:** For employment as a sign-language interpreter, candidate must show

evidence of satisfactory completion of a signer-interpreter course or possess one year of satisfactory experience in signing and interpreting.

**NOTE:** Possession of a New York State license as a Licensed Practical Nurse may be required in situations involving a physically disabled student.

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