



Office of the Civil Service Commission

Richard C. David, Mayor

Sharon Sorkin, Acting Personnel & Safety Director
Leana Testani, Assistant Director of Personnel & Safety

Patrick O' Day, Commissioner
Catherine Furner, Commissioner
Eileen Fitzgerald, Commissioner

CIVIL SERVICE COMMISSION MEETING AGENDA
Personnel/Civil Service Office, 38 Hawley Street, Binghamton
3pm Wednesday, May 19, 2021

- I. Call to Order
- II. Approve the minutes from the April 21, 2021 meeting
- III. New Business:
 - a. Amended job description, Teacher Aide, presented by Leana Testani
- IV. Adjournment

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of duties in assisting and in support of the instructional and educational process for children. The work differs from School Monitor in that the incumbents are selected primarily to provide instruction to children whereas the School Monitors are more concerned with disciplinary and behavior situations. The work is performed under the direct supervision of a classroom Teacher. Supervision is normally exercised over students usually on a one on one basis. Does related work as required. May ~~elect to~~ monitor students during the lunch period.

TYPICAL WORK ACTIVITIES: Helps to set up reading and math laboratory equipment, performs limited review of student work; Helps in the technical preparation and production of teaching program; Proctors and otherwise helps to conduct examinations; May assist Teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports; May be required to work closely with individual children on specific learning problems such as spelling, punctuation and grammar; May be required to give close supervision to children in special classes; ~~May monitor students during the lunch period.~~ May assist handicapped students to and from school bus upon arrival and dismissal; May aid handicapped students with books, clothing and related activities; May accompany handicapped students to classrooms, aids the children at their desks and in any activities in which they are able to participate in while in school; May aid handicapped students in obtaining and eating meals, changing soiled clothing and with toilet activities; May assist handicapped students with putting on or removing braces and/or assisting with other devices; May assist handicapped students to and at group functions such as assemblies, field trips and parties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; working knowledge of first-aid techniques and skill in their use; -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; patience and resourcefulness in aiding a handicapped student; neat personal appearance; ability to maintain discipline; tact and courtesy; good judgment; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

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

PREFERRED QUALIFICATIONS: 1 year experience working with school-aged children.

Revised: 11/1/05 (Non-Competitive)

Revised: 1/13/06 (Non-Competitive)

Revised: 3/27/09