

HFM BOCES
Board of Cooperative Educational Services
2755 State Highway 67
Johnstown, New York 12095

Job Description – Substitute Teacher Aide

Job Title: Substitute Teacher Aide

Location: Various buildings within HFM BOCES

Immediate Supervisor: Building or Program Administrator

Pay Scale: Substitute Teacher Aide

Job Description: To replace the regularly appointed teacher aide in his/her absence. To assist the certified teacher and cooperate in a supportive role carrying out developmentally appropriate activities. Promote the health and education of the children and to attend to their safety and welfare.

Essential Functions/Typical Tasks (Illustrative only): The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provide support to the teacher by setting up work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper(s) and supplies.
- Provide instruction/assistance to individual or small groups of students, reinforcing instruction as directed by the teacher.
- Assist in overseeing student activities; monitor and maintain student behavior in accordance with established guidelines.
- Perform routine clerical duties in support of classroom activities such as copying and filing instructional material.
- Keep simple records such as recording grades or completion of homework assignments, as directed by the teacher.
- Assist teacher in routine classroom preparation duties, such as making student folders, charts, schedules, posters and bulletin boards at the direction of the teacher.
- Supervise and monitor class when teacher is out of the room.
- Perform required care-giving/personal hygiene activities for student; i.e., feeding, toileting, dressing, etc.
- Assist students in moving to restrooms and other areas in the building such as the cafeteria or nurse's office; assist students during other school related activities as needed including assemblies, field trips and co-curricular activities.
- Assist students on and off the bus, including students in wheelchairs, lifting students as needed.
- Assist students with braces and other orthopedic equipment; lift, position and reposition students as needed.
- Assist students with severe eating problems and monitor self-feeding students; take appropriate action when students have difficulty while eating.
- Assure the safety of students by following health and safety practices and procedures; assist in maintaining a clean and orderly classroom environment.
- Establish a climate that promotes fairness and respect.
- Take all necessary and reasonable precautions to protect students, materials, equipment, and facilities.
- Return instructional materials and equipment to proper place.

- Conduct oneself in a businesslike and task-oriented manner.
- Use positive verbal and non-verbal skills that enhance learning.
- Model non-discriminatory practices in all activities.
- Cooperate with school personnel.
- Maintain confidentiality of all information concerning students, staff, or parent/guardian in any public setting.
- Assist in upholding and enforcing school rules, administrative regulations, and School Board policies.
- Perform other related duties as assigned by the program or building administrator(s) in accordance with school policies and practices.

Knowledge, Skills and Abilities:

- Conform to and support the assigned teacher's style of classroom management.
- Understand and follow oral and written directions.
- Possess problem-solving skills, imagination, patience, reasoning, creativity, judgment, and analytical abilities.
- Ability to communicate effectively.
- Work cooperatively with others and independently as needed.
- Possess positive communication skills, both orally and written in working with students, physically and developmentally handicapped children, parents, personnel, vendors and the public.
- Assist in toileting and feeding special education students.
- Be tactful, courteous, dependable, resourceful, and show initiative.

Position Requirements:

- Candidate must be at least 18 years of age.
- Education equivalent to graduation from an accredited high school or General Education Diploma (GED).
- Experience working with children with disabilities preferred.
- Candidate must agree to fingerprinting and authorize HFM BOCES to conduct a Criminal History Records search.
- Use of personal electronic equipment by aide is prohibited during class hours.

Equipment Used:

- | | | | |
|--------------------------------|--------------|---------------------|------------------------------|
| • VCR | • Copier | • Overhead | • Various Adaptive Equipment |
| • Fax Machine | • Calculator | • Personal Computer | |
| • Various Industrial Equipment | • DVD | • Typewriter | |

Physical Requirements:

Duties performed typically in school settings, such as classrooms, gymnasiums, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, kneeling, crouching, moving equipment and/or materials may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data,

determining the accuracy and thoroughness of work, and observing general surroundings and activities. Dexterity of hands and fingers is required to manipulate specialized apparatus and to operate audio-visual and educational training equipment. The substitute teacher aide is subject to inside and outside environmental conditions, noise and hazards. Movement of students by wheelchairs and other mechanical devices is required in Special Education classrooms. Regular contact with other staff members and program or building administrator(s) is required on assigned days as a substitute.

Environmental Conditions:

- Air-Conditioned Buildings
- Occasional exposure to weather extremes.
- Ability to tolerate varying noise levels.
- Exposure to bodily fluids and infectious diseases.
- Ability to tolerate stressful situations.
- Exposure to anti-social behavior.

Position Information:

- Employment is on an as-needed basis.
- Services may be needed for one day, one week, one month or longer.
- All daily assignments are subject to possible cancellation (without compensation) at any time prior to the beginning of the workday.
- Need for substitutes will vary from day-to-day and week-to-week and, as such, no guarantee can be given for work on any given day.
- Supervised by Building or Program Administrator.
- Employment is automatically discontinued effective June 30, unless the individual is re-appointed for the following school year.

I have read and understand the substitute teacher aide job expectations and requirements.

Signature

Date

Printed Name