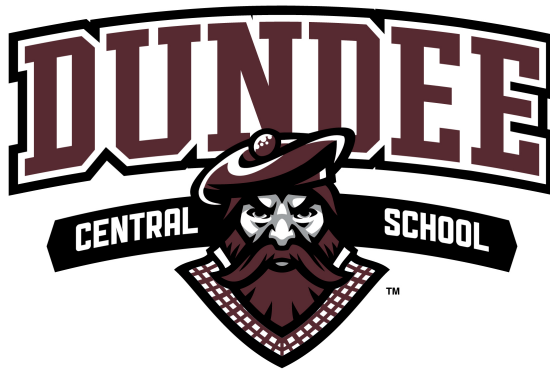




*Anticipated Vacancy within
The Dundee Central School District*

POSITION TITLE:	Full-Time Teacher Aide Substitute Teacher Aide
SALARY RANGE:	\$16.80 per hour
JOB DESCRIPTION:	Available upon request at the District Office
STARTING DATE:	As soon as possible
APPLY TO:	Yates County Personnel Office 417 Liberty Street Penn Yan, NY 14527 https://mycivilservice.yatescountyny.gov/
APPLICATION DEADLINE:	October 31, 2026

All applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department.

Position Benefits Include:

- Paid leave, including vacation, holidays, sick and personal time.
- Employer provided uniforms.
- Shift pay differential if working second shift.
- Annual wage adjustments.
- Employer-shared health insurance premiums.
- Dental insurance.
- Membership in NYS retirement plan.
- Annual unused sick day payout.
- Longevity pay starting at five years of service.



TEACHER AIDE

Jurisdiction Class:	Non-Competitive
Civil Division:	ALL School Districts
Adopted by YCCSC:	4/3/1997

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for 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 and responsibilities may vary at different grade levels. The work is performed under the general supervision of the School Principal or a member of the teaching staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists Teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
Occasionally oversees class when Teacher is out of room;
Assists Teachers with study hall, corridor, lunchroom and other monitorial duties;
Assists students in operating computers and other electronic equipment;
Assists Teachers and students in the operation of mechanical and technical equipment;
Under supervision of a Teacher, assists disabled students to master basic skills and obtain knowledge in prescribed subjects;
Fills out, copies, types or dittos forms, reports and stencils from various rough drafts;
Assists in routine classroom housekeeping chores;
Organizes and participates in group games and related activities;
Assists Teachers and students in selecting supplementary materials from the library;
May be assigned to assist disabled students take notes, gather books, etc.;
May correct standardized and objective tests.
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to establish good relationships with students, teachers and co-workers;
Ability to communicate effectively;
Ability to establish and maintain discipline;
Good general intelligence;
Familiarity with classroom routine;
Tact;
Courtesy;
Dependability;
Good judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.