

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

**Inclusion Through Diversity**



## **OPEN TO THE PUBLIC**

**Tompkins County Personnel Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Teacher Aide/Bus Driver

**SALARY:** For T-S-T BOCES - \$14,374.00 Base salary + additional for experience and education

**LOCATION:** T-S-T BOCES and Various other school districts throughout Tompkins County

**TYPE OF EMPLOYMENT:** Full-time, 10-month

**ISSUE DATE:** 07/16/15

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**LOCATION OF POSITIONS/VACANCIES:** This continuous recruitment posting will provide the various school districts with a ready pool of talent as opportunities occur. All positions will be filled from this continuous recruitment post.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** two years experience in the operation of a motor vehicle; **OR**
- (b) Four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the particular subjects taught in the classroom to which teacher aide is to be assigned **AND** two years experience in the operation of a motor vehicle ; **OR**
- (c) Possession of current certification by New York State or other appropriate agency to practice the vocation in which the teacher aide is to be assigned **AND** two years experience in the operation of a motor vehicle; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

### **SPECIAL REQUIREMENTS:**

- 1) Appointees will be required to possess the appropriate valid operator's license issued by the State of New York. License must be kept current and valid at all times throughout employment.
- 2) Applicants must satisfy requirements of Bus Drivers set forth in the rules and regulations of the New York State Commissioner of Education.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is routine work involving responsibility for the performance of routine but necessary school and classroom tasks to relieve teachers for more specialized duties. The incumbent is also responsible for operating a school bus on a regular schedule or on special occasions. The work is performed under the general direction of the department director and the teacher. Supervision of other employees is not a normal responsibility of employees in this class. The employee will perform all related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Works with individuals or small groups to review progress in remedial reading or mathematics comprehension;
- Helps to set up science laboratory equipment, conducts experiments and performs limited review of student laboratory reports;
- Assists teachers in demonstrating the proper use of vocational tools and equipment;
- May correct themes, compositions, standardized and objective tests;
- Supervises class when teacher is out of room;
- Relieves teacher of study hall, corridor, lunchroom and other monitorial duties;
- Fills out, copies, types or dittos forms, reports and stencils from rough drafts;
- Assists in routine classroom housekeeping chores;
- Organizes and participates in group games and related activities;
- Reads and tells stories to children;
- Conducts vocabulary and pronunciation drills;
- Conducts review and drill in arithmetic with groups and individuals;
- Receives, issues and renews library books and other educational materials;
- Assists teachers and students in selecting supplementary materials from the library;
- May store and deliver audio-visual materials;
- Operates a school bus on a regular schedule or on special occasions;
- Maintains orderly conduct of students on the bus;
- Instructs or informs students concerning safety practices when entering, riding in, or leaving the bus;
- Reports any mechanical defects to immediate supervisor;
- Contacts supervisor immediately when a major malfunction, flat tire or accident occurs;
- Performs all required safety checks of vehicle prior to each trip; and
- Maintains daily trip log.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Familiarity with classroom routine;
- Ability to establish good relationships with students, teachers and co-workers;
- Ability to communicate effectively;
- Ability to establish and maintain discipline, tact, courtesy, dependability, initiative and resourcefulness;
- Good moral character;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Ability to operate a bus under a variety of driving and road conditions;
- Ability to understand and follow simple oral and written directions;
- Ability to get along well with others and command the respect of children and adolescents;
- Mechanical aptitude;
- Mental alertness; and
- The employee's physical condition shall be commensurate with the demands of the position.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850