TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources 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

SALARY: $81.25 per day

TYPE OF EMPLOYMENT: Part-Time

ISSUE DATE: 10/14/21

THE FINAL DATE TO FILE APPLICATIONS: 01/17/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/18/22

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.

DUTIES: Provide a full range of support and supervision assistance to small classes and/or individual students with emotional, special needs; work as an integral part of the team. Work is performed under the general direction of the principal and the teacher. Responsible for the performance of routine but necessary school and classroom tasks to relieve teachers for more specialized duties. Provides support to the teacher in the classroom; assists the teacher in supervision of students; reinforces instruction introduced by the teacher; assists in appropriate pupil and program record keeping, set up and preparation of materials. Other related duties as required.

QUALIFICATIONS: High school diploma or GED equivalent; OR 4 years of full time paid experience in the particular subjects taught in the classroom to which teacher aide is assigned; OR possession of current certification by NYS or other appropriate agency to practice the vocation in which the teacher aide is to be assigned; OR equivalent combination of training and experience as defined by the limits above. Familiarity with classroom routine; ability to communicate effectively; courtesy; dependability; physical condition commensurate with the demands of the position; must be able to lift 40 pounds. Must also meet the county residency requirements.

START DATE: As soon as possible

SALARY: $81.25 per day.

Contact Person: For further information, please contact Cheryl Button 607-257-1551 ext. 5004.

APPLICATION DEADLINE: Ongoing until all positions are filled.

*Must complete county on-line job application, please visit: www.tompkinscountyny.gov/personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from high school or possession of a high school equivalency diploma; **OR**

(b) Four years of full time paid (or the equivalent part time and/or volunteer) experience in the particular subjects taught in the classrooms to which teacher aide is to be assigned; **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; **OR**

(d) Any combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Pursuant to Education Law 2009 (2a), teacher aides assist licensed or certified school teachers in the performance of their teaching functions by performing those non-teaching duties otherwise performed by such regular teacher or teachers. Persons hired as teacher aides may not perform the teaching duties of regular teachers, even if they hold a teaching license or certificate. Duties include but are not limited to the performance of functions such as managing records and materials, attending to students physical needs, helping students with clothing, monitoring and supervising students, having students line up, distributing and collecting papers, and reinforcing already taught materials/ skills in small groups or individually. Specific tasks will vary depending on the grade level and assignment to which an incumbent is assigned. Teacher aide positions differ for the certified position of Teaching Assistant in that Teacher Assistants can provide direct instructional services to students with or without the certified teacher's presence at the time instruction is provided. A Teacher Aide works under the general supervision of a teacher or the principal. Supervision of other employees is not a function of an employee in this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervise students and perform such other non-instructional services as support teaching duties when such services are determined and supervised by the teacher;
- Manage records, materials and equipment;
- Attend to the physical needs of students and/or assist students that have special needs;

Some examples:

- Relieves teachers of classroom duties for short periods by supervising students;
- Performs tasks of a clerical nature as directed by the teacher such as: operating copy machines, filing, preparing statistical reports, and recording information;
- Supervises students during lunch, recess, study halls, time-out/detention rooms, the loading and unloading of buses and in the school corridors;
- Proctors and otherwise helps to conduct exams;
- Assists teachers in correcting exams; and may aid teachers in implementing testing modifications as designated;
- Aides teachers in the preparation, set-up and demonstration of computer, vocational, and other instructional tools and equipment;
- Assists teacher in routine classroom preparation, housekeeping, and distribution of instructional materials to classrooms, bulletin boards;
- Assists teacher by helping students to stay focused, pay attention and participate, for example, reminding students to listen when the teacher is giving directions;
- Assists in implementing good behavior management routines and techniques;
- May assist teacher by assisting students with instructional assignments and reinforcement activities using learning materials;
- May read and tell stories to students.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the classroom routine;
- Above average clerical aptitude;
- Good communication skills(oral, written & listening);

- Ability to maintain confidentiality;
- Ability to follow written and verbal instructions;
- Ability to establish good relationships with students, teachers, and co-workers;
- Ability to establish and maintain discipline;
- Willingness and successful completion of district-wide in-service training as might be required for the position;
- Neat personal appearance;
- Tact, courtesy, dependability, initiative, resourcefulness and a good moral character are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation

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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 Department of Human Resources 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 Department of Human Resources 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 Department of Human Resources 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