



HUDSON CITY SCHOOL DISTRICT
HUDSON, NEW YORK

ANNUAL POSTING

**SUBSTITUTE TEACHER AIDES
NEEDED**

(MULTIPLE INDIVIDUALS ARE NEEDED)

- LOCATION: DISTRICT WIDE - AS NEEDED
- EFFECTIVE: September 1 through June 30, 2017
- HOURS PER DAY: As Needed
- RATE PER HOUR: \$11.00 per hour
- JOB DESCRIPTION: On Reverse

Interested Applicants (not already employed by the HCSD): Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English. Applications and references should be submitted by:

- **Email:** HUDSONCSDJOBS@HUDSONCSD.ORG
- **Mail:** Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534

Applications are continuously accepted. Please include the posting number (**N072617-10**) on your correspondence.

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The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap.

TEACHER AIDES

DISTINGUISHING FEATURES OF THE CLASS: The work involves the 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. These duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. 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. May be assigned to assist in the library. Does related work as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

Works with individuals or small groups to review progress in remedial reading, mathematics comprehension, spelling and other subjects;

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 the room;

Assists teachers with study hall, corridor, lunchroom, and other monitorial duties;

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 handicapped students take notes, gather books, etc.;

May correct themes, compositions, standardized and objective tests.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; 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; 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 and knowledge in a particular field where any specialized duties are involved.

UPDATED-AND ADOPTED BY COLUMBIA COUNTY CIVIL SERVICE COMMISSION
MAY 9, 1995 NON-COMPETITIVE