

RENSELAER CITY SCHOOL DISTRICT
25 Van Rensselaer Drive
Rensselaer, New York 12144

V A C A N C Y

March 6, 2019

- POSITION:** **Teacher Aide**
- TERMS:** 10 months (In accordance with the negotiated CSEA agreement.)
Morning and Afternoon Bus Runs (7:30-9:00/1:00-2:30)
- QUALIFICATIONS:** High School Diploma or Equivalent
NYSED Fingerprint Clearance
NYS Assessment of Teaching Assistant Skills
(or) Post-secondary education [preferred]
- PRIMARY FUNCTION:** Help support students and bus drivers on morning and afternoon bus trips.

Duties to include some or all of the following:

1. Assists in the supervision of students during lunch periods; organizing students into orderly lines for the purchasing of food and the disposal of food wastes, trays, and utensils; circulates among the tables during the meal to help children.
2. Supervises students at playtime and maintains a harmonious atmosphere on the playground; organizes group games and activities.
3. Patrols halls at the beginning and close of each day, keeping order and assisting children with their outer clothing and boots if necessary.
4. Assists the teacher with routine clerical tasks.
5. Attends and actively participates in training that is required by NYSED or Rensselaer City School District.
6. Must pass the annual state mandated physical performance test.
7. Ride and monitor school buses.
8. Operates office equipment; makes required photocopies as directed by the Principals and/or Director of Pupil Personnel.
9. Conducts children who ride buses to the pick-up points, supervising them and seeing to it that they get on the bus in an orderly fashion.
10. Assists in physical care tasks and health-related activities as appropriate.
11. Assists students with behavioral management needs.
12. Reads to and plays audio-visual materials for children in lower grades.
13. Assists in proctoring and other tasks related to the administration of examinations.
14. Assists in the correction of test papers, recording of grades, maintaining of files and preparing statistical reports.
15. Performs miscellaneous tasks as assigned by the Director of Pupil Personnel.
16. Supervise students in classrooms by keeping students on task, organizing materials and supplies as necessary.

Anyone wishing to apply for this position should contact the Director of Pupil Personnel Services by sending a completed Civil Service Application and letter of interest to:

Colleen Multer, Director of Pupil Personnel Services
Rensselaer City School District
25 Van Rensselaer Drive
Rensselaer, New York 12144

Applications are available in the Superintendent's Office and the School Main Offices.