



Stockbridge Valley Central School District

JOB DESCRIPTION

SUBSTITUTE Teacher Assistant

**Employment Applications Available from District Office
(315) 495-4400**

Fingerprinting Required

DUTIES:

Assists school teachers in the performance of their teaching functions by performing varied duties associated with the teaching process; does

- Assists in setting up classroom and instructional equipment or materials for various classroom activities;
- Works with individuals or small groups to promote success in reading, writing, mathematics, spelling and other subject;
- Occasionally oversees a class when the teacher is out of the room;
- Assists teachers with study hall, corridor, lunchroom, playground and other supervisory duties;
- Proctors and otherwise helps to conduct examinations;
- May assist teachers in the correction of test papers, recording of grades, maintenance of files and preparation of statistical reports;
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; resourcefulness in conducting above-described activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; and good judgement.

MINIMUM QUALIFICATIONS:

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