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David J. Parsons

Assistant Superintendent, Administrative Services

October 14, 2021

Post/Job #1465

VACANCY NOTICE

TITLE: **SUBSTITUTE TEACHER AIDE** **Civil Service: Non-Competitive**
Part time, as-needed position **Affiliation: N/A**
Exceptional Education Dept. **Location: T-S-T BOCES Campus, Ithaca, NY**

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

Please direct questions about employment opportunities to:
Email: hr@tstboces.org or visit our Web Site: www.tstboces.org
Must complete county on-line job application, please visit: www.tompkinscountyny.gov/personnel
Human Resources, TST - BOCES, 555 Warren Road, Ithaca, N.Y. 14850
Phone (607) 257-1551 or Fax (607) 257-2825 or (607) 697-8273
Attach appropriate application to all resumes/vitae, list job number and name of position.

The Tompkins-Seneca-Tioga BOCES does not discriminate on the basis of race, color, creed, national origin, political affiliation, sex, age, marital or veteran status, disability, religious practice, ethnic group, gender expression and identity, weight, or genetic predisposition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: David J. Parsons, Assistant Superintendent, Administrative Services, 555 Warren Road, Ithaca, NY 14850 (607) 257-1551 or dparsons@tstboces.org