

**DUNDEE CENTRAL SCHOOL DISTRICT
55 WATER STREET
DUNDEE, NY 14837**

**VACANCY – 2016/2017 SCHOOL YEAR
WITHIN
THE DUNDEE CENTRAL SCHOOL DISTRICT-EXTENDED SCHOOL DAY GRANT**

I. TITLE:	<u>Teacher Aide</u>
II. STATUS:	Part-time, Up to 3 hours per day, after school
III. DUTIES AND QUALIFICATIONS:	See Below
IV. HOURLY RATE:	\$10.00
V. CONTRACT BENEFITS:	CSEA
VI. ANTICIPATED EFFECTIVE DATE:	October 31, 2016
VII. APPLICATION DEADLINE:	October 21, 2016
VIII. POSITION CLASSIFICATION:	Non-Competitive
IX. APPLY TO:	Yates County Personnel Office 417 Liberty Street Penn Yan, NY 14527

All applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department. An application is available on the County website www.yatescounty.org Personnel Department Application and Forms.

Posting Date: October 17, 2016

Applicants wishing to be considered for this position should call the Business Office at (607) 243-5533 and request to be placed on the Applicant Interest Log or sign the Applicant Interest Log in person located in the Business Office on or before the application deadline.

DUTIES AND QUALIFICATIONS:

Applicants are expected to monitor behavior, attend to student comfort and safety and assist students on school grounds, in the school building and in transit on school vehicles (as needed), as well as helping teachers in the educational setting by assisting with routine classroom tasks and chores. Candidates must be in good physical condition, have good interpersonal and communication skills and be able to foster positive relationships with students and co-workers and be able to establish and maintain student respect and discipline. Candidates must successfully pass a physical performance test as a condition of hire.