



Lackawanna City School District

Anne G. Spadone

McKinley School Administrative Offices
245 South Shore Blvd.
Lackawanna, NY 14218
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RECRUITMENT BULLETIN NO.13
2017-2018 SCHOOL YEAR
October 20, 2017

SUBSTITUTE TEACHER AIDE

QUALIFICATIONS:

1. Candidate must possess proof of two years of college education OR HS Diploma and a passing score on the NYSED Assessment of Teaching Assistant Skills.
2. Must be qualified as defined by No Child Left Behind Act (NCLB).
3. Candidate must exhibit a good command of written and oral English language skills and possess computer skills.
4. Candidate must have a basic knowledge of child development and behavior.
5. Experience working with children is preferred.
6. Candidate must have fingerprint clearance by the New York State Education Department.
7. Must be a resident of the City of Lackawanna.

DUTIES AND RESPONSIBILITIES:

1. Supervises students in all school activities as determined by administration or the teacher.
2. Attend to the physical needs of students throughout the school day. Provide physical assistance to students to ensure their health and safety in all school settings, including but not limited to, classrooms, lavatories, cafeteria, hallways, gymnasium, playground and during transportation.
3. Manage records and perform recordkeeping tasks, including but not limited to, collection of student data, prepare reports, classroom note taking. Braille transcription, scribing, language translation as assigned by administration and the teacher.
4. Performs building and classroom housekeeping duties, prepares and manages materials and equipment.

5. Demonstrates professional conduct towards administrators, faculty and staff, students and parents and community members.
6. Participates in district, building and classroom staff development activities.
7. Performs such other tasks as assigned by administration and the teacher.

SALARY: \$ 12.00 Per Hour

STARTING DATE: Pending Board of Education action.

LENGTH OF SERVICE: Per Diem Position

APPLICATION: A completed Civil Service application, Proof of education or passing test grade, a letter of interest must be addressed to the Superintendent of Schools– c/o the Personnel Office – R.B. #13 – 245 South Shore Boulevard, Lackawanna, New York 14218

The application is available in the Personnel Office., Room 201, McKinley Administrative Building, 245 South Shore Blvd or on our website: Lackawannaschools.org, under Personnel Dept., Employee Forms & Resources

INTERVIEWS: Interviews may be scheduled for candidates meeting all qualifications and application requirements.

FINAL FILING DATE: Applications accepted continuously.

ANNE G. SPADONE
Superintendent of Schools

THE LACKAWANNA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.