

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

**IMMEDIATE VACANCY – 2017/2018 SCHOOL YEAR
WITHIN
THE DUNDEE CENTRAL SCHOOL DISTRICT**

I. TITLE:	<u>Teacher Aide</u>
II. STATUS:	Full-Time
III. DUTIES AND QUALIFICATIONS:	See Below
IV. HOURLY RATE:	\$10.40
V. ANTICIPATED EFFECTIVE DATE:	April 26, 2018
VI. APPLICATION DEADLINE:	March 29, 2018
VII. POSITION CLASSIFICATION:	Non-Competitive
VIII. APPLY TO:	Yates County Personnel Office 417 Liberty Street Penn Yan, NY 14527

For consideration, all applicants must have an approved Civil Service application on file for the above position at the Yates County Personnel Department. ALL APPLICANTS MUST SUBMIT THEIR HIGH SCHOOL DIPLOMA, SCHOOL TRANSCRIPTS, GED BEFORE YATES COUNTY WILL CONSIDER AN APPLICATION FOR APPROVAL. An application is available on the County website www.yatescounty.org Personnel Department Application and Forms.

Posting Date: MARCH 9, 2018

Applicants wishing to be considered for this position must call the Melissa Lawson in the Business Office at (607) 243-5533 ext. 7703 or send an email to mlawson@dundeecs.org and request to be placed on the roster of applicants for consideration 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.