

# CHAZY CENTRAL RURAL SCHOOL

CHAZY, NEW YORK 12921

PHONE (518) 846-7135



SUPERINTENDENT OF SCHOOLS

ROBERT E. MCAULIFFE

## EMPLOYMENT OPPORTUNITY

### Vacancy Notice No. 24-02

Position: Teacher Aide  
Start Date: ASAP  
Salary: In accordance with the CSEA Union Contract  
Qualifications: In Accordance with the Civil Service

**Successful Candidates will demonstrate an ability to (illustrative, not exhaustive, from the Clinton County position description):**

- Assists teachers in routine classroom preparation duties;
- Helps teachers to set up classroom by distributing and/or gathering materials, making photocopies of materials;
- If assigned to a student or students, assists assigned student(s) to and from the school bus upon arrival and dismissal, accompanies assigned student(s) on the school bus, to classrooms, between classrooms, up and down stairs, and through hallways, aids the student(s) at his/her desk and in activities throughout the school day including eating meals, aiding with restraint devices, lifts and/or wheelchair locks and with toilet activities;
- Participates in development of a student's individualized education program with teachers, parents, and building staff;
- As directed by the teacher, assists in keeping simple records for the classroom such as recording grades, completion of homework assignments, attendance and lunch counts, and if assigned to a student(s), prepares simple records and reports on the student's progress;
- Helps maintain discipline and structure within the classroom and/or on a school bus;
- Provides a good example to students as in the areas of cleanliness and proper manners;

In applying for the above positions one should submit a handwritten statement indicating the position they are applying for, outlining past experience in a similar position and summarizing qualifications for the position. If additional records or other materials are needed, these will be requested after receipt of the initial written submission.

**Application Deadline:** April 12, 2024

Contact:

Kait Breton, District Clerk  
Chazy Central Rural School  
609 Miner Farm Road  
Chazy, NY 12921  
518-846-7135 EXT 505

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