



## Teacher Assistant in Special Education Department \* Sullivan B.O.C.E.S. Sullivan County NY

**Overview:** Sullivan B.O.C.E.S. is seeking a Teacher Assistant in Special Education Department. This is non-professional instructional work involving the responsibility for assisting a teacher in the education of students in a classroom or a laboratory setting. Teaching assistants may contribute either general or specialized skills. Employees in this class work under the general supervision of a certified teacher.

**TYPICAL WORK ACTIVITIES:** Under the general supervision of a licensed or certified teacher, a teaching assistant may be assigned by the Board of Education to assist teachers by performing such duties as:  
Working with individual pupils or groups of pupils on special projects while the teacher is engaged in working with other pupils;  
Providing the teacher with general information about pupils to aid the teacher in the development of appropriate learning experience;  
Providing assistance in the development of instructional materials and aiding pupils to use available resources;  
Utilizing their own special skills and abilities in such areas as foreign languages, arts, crafts, music, and similar subjects;  
Supporting the teacher in providing an effective climate for learning.

**PREFERRED EXPERIENCE:** Awareness of classroom instructional techniques; awareness of the development and use of instructional materials; good knowledge of specific field where specialization is involved; working knowledge of current instructional resources; ability to maintain discipline in a classroom situation; ability to read and interpret complex written material; ability to instruct children in a classroom setting; ability to speak clearly with good diction; ability to write legibly; dependability; good judgment; patience; neat appearance; good physical condition.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma or admission to a regionally accredited or New York State registered college.

Reference Check

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for certification as a teaching assistant as evidenced by possession of a temporary license or continuing certificate. Possession of a license or continuing certificate at the time of appointment.

**Shift, Salary and Benefits:** This is a Full-Time Position, 10 Month Employee, \$22,570 yearly (\$16.97 hourly), Benefits include Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, and 401K.

**Apply by** contacting Stephanie Smith by email at [stephanie.smith@scboces.org](mailto:stephanie.smith@scboces.org) or by phone 845-295-4037, or at website <http://www.scboces.org/employment>