

EDUCATIONAL MATERIALS AIDE (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This work involves the maintenance and upkeep of educational kits used by school districts within the jurisdiction of the local Board of Cooperative Educational Services. An Educational Materials Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Packs and unpacks educational materials kits for distribution to various schools;
- Cleans, repairs, and replenishes kits with new supplies;
- Maintains sufficient quantities of supplies and materials needed for educational kits;
- Keeps basic records of contents of educational materials kits;
- Notifies teachers of unreturned materials;
- Evaluates condition, and makes recommendations as to additions or deletions of materials in kits;
- Maintains stock room in neat, clean, and orderly fashion;
- May act as a backup for ETV Operator making copies of videos and taping programs;
- May load and unload kits from/to delivery vehicles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to read and write; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/23/91