

## INTERNAL SUSPENSION AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the strict supervision of students assigned to a special classroom for disciplinary reasons. The work is unique in that the incumbent may also perform miscellaneous clerical and typing tasks as time or the classroom situation permits. The work is performed under the general supervision of a school principal. Teachers of students assigned to the classroom are available for consultation concerning the best method to approach individual problems. An Internal Suspension Aide does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises students to insure they remain busy on school work and are not disruptive;
- Confers with teachers to keep them aware of students' progress and problems;
- Listens to students discuss their problems in order to gather insight into the best methods to approach their class work;
- Oversees special ungraded students;
- Explains the requirements of class work assignments to students;
- Contacts school principal when students become overly disruptive or belligerent;
- Performs routine clerical tasks such as addressing and posting mail;
- Performs various typing duties not requiring any specific typing speed;
- Works with groups of students reinforcing skills taught by a teacher;
- May supervise students in various settings such as classroom, hall, lunchroom, bus, playground or parking lot.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to command the respect of students prone to behavior not generally deemed acceptable within a public school environment; ability to type; ability to maintain discipline; firmness; tact; good judgment; patience; some clerical aptitude; physical and mental condition sufficient to perform the essential functions of the position.

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

### SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

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