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Rye City School District And Csea
Local 860 (Teacher Aides/Assts Unit)

AGREEMENT

by and between the
BOARD OF EDUCATION
of the
CITY OF RYE, NEW YORK

and the

CIVIL SERVICE
EMPLOYEES ASSOCIATION, INC.

Local 1000, AFSCME, AFL-CIO



Rye City Schools Teacher Aides/Assistants Unit
Westchester County Local 860

NY'S PUBLIC EMPLOYMENT
RELATIONS BOARD
RECEIVED

JUN 30 1999

EXECUTIVE DIRECTOR

July 1, 1995 - June 30, 2000



From: "Nancy Piccone Sasso" <RYEDO/SASSON>
Organization: Rye District Office
To: dejongm, koppelb
Date sent: Fri, 25 Sep 1998 14:46:53 EST
Subject: Teacher Ass't. Contract
Copies to: varberos

For your information there is an error on the salary schedule for teacher assistants on Track 1. The 1998-99 rate of pay should be \$13.80 and the 1999-00 rate of pay is \$14.25. Everyone is being paid correctly.

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AGREEMENT

This agreement is made effective July 1, 1995, by and between the Board of Education, City of Rye, New York (hereinafter the "Board") and the Civil Service Employees' Association, Inc., (Hereinafter the "Association"), AFSCME, Local 1000, AFL-CIO, Westchester Local 860, Rye City Schools, Teacher Aides/Assistants.

WHEREAS, the attainment of the objectives of the educational program in the schools operated by the Board requires mutual understanding, cooperation, and good faith on the part of the Board, the Superintendent and his administrative staff and the Association and its members;

IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I

RECOGNITION

1. The Board recognizes the Association as the exclusive representative of all Teacher Aides and Teaching Assistants for the purpose of negotiating collectively in the determination of salary and other terms and conditions of employment and the administration of grievances arising under the terms and conditions of employment of such employees, and for the purpose of entering into written agreements with the Association in determining such terms and conditions of employment.

2. The Association agrees that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike.

ARTICLE II

CHECK-OFF AND AGENCY SHOP

Dues Deduction

The Civil Service Employees Association, Inc., shall have exclusive rights to payroll deduction of dues and union sponsored insurance and benefit program premiums for employees covered by this agreement. Such dues and premiums shall be remitted to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, N.Y. 12210 on a payroll period basis.

The Board agrees to submit to the Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210 each payroll period, a list itemizing the deductions of each employees.

Agency Shop

1. The Civil Service Employees Association, Inc., having been recognized as the exclusive representative of employees within the bargaining unit represented by this agreement shall have deductions made from the wage or salary of employees of said bargaining unit who are not members of the Civil Service Employees Association, Inc., the amount equivalent to the dues levied by the Civil Service Employees Association, Inc. The Board shall make deductions and transmit the amount so deducted along with a listing of such employees, to Civil Service Employees Association, Inc., 143 Washington Avenue, Albany, New York 12210.

2. The Board agrees to deduct life insurance and sickness and accident insurance premiums in equal monthly installments from the salaries of regular employees who are covered by this Agreement; provided, however, that each such employee has filed and maintains in effect with the Board an authorization for such deductions that complies with applicable law. Such premiums are to be deducted only for insurance programs sponsored by the Association paid in total by the employee. The authorization form shall be of a type approved by the parties.

3. Premiums for house and car insurance may be included as part of payroll deduction through the C.S.E.A. Master Plan.

ARTICLE III

ASSOCIATION RIGHTS AND RESPONSIBILITIES

1. The Association shall have the right to post notices and communications on the employees' bulletin board maintained on premises operated by the Board. Designated Association Labor Relations Specialists, or the President of Westchester Local 860 of the Association, or his designated agent, shall have the right to visit the facilities of the Board for the purpose of adjusting grievances and administering the terms of this contract. Such representatives shall notify the Superintendent before making such a visit.

2. The President and the Chairperson of the Grievance Committee of the Unit will endeavor to handle all matters of the Association during the lunch period, or before or after working hours. It is understood, however, that when it is necessary to telephone or, in an emergency, to visit members of the bargaining unit at a location other than the one at which they are working, the President and the Chairperson of the Grievance Committee shall be given reasonable time off in order to do so.

3. One delegate elected by the Unit shall have the right to attend the annual State organizational convention. The delegate so elected shall be entitled to three (3) days off with full pay when attending each of the conventions, but expenses shall be paid by the delegate or the Association.

4. The Association shall be sole judge of its own rules and regulations with respect to C.S.E.A. members.

5. Neither the Board nor the Association or its officers, members, representatives, agents, or committee, shall engage in any activity for the purpose of defeating or evading the terms of this Agreement.

6. There shall be no discrimination, interference, restraint, or coercion by the Board, or any of its officers or agents against any employee because of any lawful activities on behalf of the Association, or because of membership in the Association; and the Association, its members, its officers, and its agents shall not coerce employees into membership in the Association.

7. The Association agrees to see that its members perform their respective duties loyally, efficiently, and continuously under the terms of this Agreement. The Association and its members will use their best endeavors to protect the school property, to protect the pupils, and to give service of the highest quality.

ARTICLE IV

SALARIES

1. Salary Schedules

All employees in the bargaining unit shall, during the term of this agreement, have the following increases applied to their salaries:

Effective July 1, 1995 - one (1%) percent
Effective July 1, 1996 - three (3%) percent
Effective July 1, 1997 - three (3%) percent
Effective July 1, 1998 - three point two-five (3.25%) percent
Effective July 1, 1999 - three point two-five (3.25%) percent

Employees shall be placed on the appropriate "track" in his/her title. (See attached schedules). It is understood that any employee hired July 1, 1996, and thereafter, shall be placed on Track 1 for the duration of this contract.

Tracks are defined as follows:

1) Teacher Aides

Track 1 - Employees hired between 7/1/95 and 6/30/96 earning \$8.30 per hour.

Track 2 - Employees earning the 1994-95 rate of \$8.30 per hour.

Track 3 - Employees earning the 1994-95 rate of \$8.67 per hour.

Track 4 - Employees earning the 1994-95 rate of \$9.02 per hour.

Track 5 - Employees earning the 1994-95 rate of \$9.76 per hour.

2) Teaching Assistants

Track 1 - Employees hired between 7/1/95 and 6/30/96 earning \$12.60 per hour.

Track 2 - Employees earning the 1994-95 rate of \$12.60 per hour.

Track 3 - Employees earning the 1994-95 rate of \$13.17 per hour.

Track 4 - Employees earning the 1994-95 rate of \$13.62 per hour.

Track 5 - Employees earning the 1994-95 rate of \$14.23 per hour.

Track 6 - Employees earning the 1994-95 rate of \$14.80 per hour.

3) Teaching Assistant (H.S. Writing Lab)

Track 1 - Employees hired between 7/1/95 and 6/30/96 earning \$17.57 per hour.

Track 2 - Employees earning the 1994-95 rate of \$17.57 per hour.

Track 3 - Employees earning the 1994-95 rate of \$18.27 per hour.

Track 4 - Employees earning the 1994-95 rate of \$19.00 per hour.

Track 5 - Employees earning the 1994-95 rate of \$20.68 per hour.

4) Academic Intervention Intern

Same tracks as Teaching Assistant (H.S. Writing Lab) plus the following stipend:

1996-97 - \$7,433.00
1997-98 - \$7,656.00
1998-99 - \$7,905.00
1999-00 - \$8,162.00

ARTICLE V

HOURS OF WORK/HOLIDAYS

1. Work Week

The initial assignment and number of hours per day/week for each employee shall be established by the immediate supervisor no later than July 1 of each school year.

It is understood that the Board has the right to increase the number of hours that were initially assigned.

2. Work Year

The work year shall be the officially adopted school calendar.

It is understood that all employees shall be paid, in full, for all emergency closings. Additionally, employees shall be paid for a full day when there is an early dismissal.

3. Holidays

Effective July 1, 1996, all employees who have completed one (1) complete year of service with the school district shall receive three (3) paid holidays.

The employee's anniversary date of hire shall determine eligibility.

Effective July 1, 1997, said holidays shall increase to six (6).

Effective July 1, 1998, said holidays shall increase to nine (9).

Effective July 1, 1999, said holidays shall increase to ten (10).

All paid holidays must be taken when school is not in session. Payment will be made in the month of June each year.

ARTICLE VI

OUT OF TITLE/JOB SPECIFICATIONS

Any Teacher Aide who, for a period of three consecutive work days or more, is required to perform the duties of an employee being paid as a Teaching Assistant, shall, retroactive to the first day, be paid on the corresponding salary level of Teaching Assistant.

I. Teacher aides or teaching assistants who substitute or cover for teachers when per diem substitutes are unavailable will be paid according to the following schedule:

<u>SUBSTITUTION PROVIDED</u>	<u>RATE OF PAY</u>
Full Pay	\$ 72.00
Half Pay	36.00
Middle/High School	18.00 per period in lieu of aides/assistants regular hourly rate
Elementary School Class Period	18.00 per hour in lieu of aides/assistants regular hourly rate

II. All requests for substitutes pay should be submitted in writing before the next scheduled pay period.

III. Middle/High and Elementary - If an assistant/aide works for more than two (2) hours for the same teacher, he/she will get paid the per diem rate. If assistant/aide works for more than two (2) hours but for different teachers, the \$18.00 per hour rate of pay will apply. (Rates calculated to nearest half-hour).

IV. Definitions

A. Substitute and/or Cover - A teacher aide or assistant will be considered a substitute teacher for purposes of calculating the rate of pay whenever a teacher is not present in the classroom, and, therefore, the aide or assistant is in charge.

Additionally, job specifications of both Teacher Aide and Teaching Assistant shall be attached and made part of this agreement.

ARTICLE VII

TUITION REIMBURSEMENT/CERTIFICATION

Any Teaching Assistant who is required to undertake courses of study to become or remain certified will receive \$25.00 per credit toward tuition.

Upon application of the Superintendent of Schools, all Teaching Assistants shall obtain and maintain valid State Education Department (SED) certification.

Employees will have up to one (1) year from the date of execution of this agreement if already in the position or one (1) year from the date of appointment to the title of Teaching Assistant to obtain such certification.

ARTICLE VIII

AUTHORIZED LEAVE

1. Sick Leave

All employees shall be credited with ten (10) sick leave days per year which shall be non-cumulative.

It is understood that such days shall be calculated on the basis of one (1) day per month. In the event an employee separates from service and has exhausted sick leave days in excess of what would have been earned, the Board shall withhold the appropriate amount in the employee's last paycheck.

Moreover, these days may be utilized to attend to illness in an employee's immediate family i.e. child, spouse, mother or father.

Additionally, these days may be used for bereavement leave purposes for the death of in-laws, grand-parents, aunts, uncles, nieces or nephews, in addition to the above mentioned relatives.

2. Personal Leave

All employees shall be granted two (2) days per year to be used for personal business which cannot be conducted outside the normal workday.

Any unused personal leave days shall be reimbursed at the rate of \$25.00 per day.

3. Jury Duty Leave

Any employee assigned to jury duty shall continue to receive his/her regular rate of pay for the period while on jury duty.

4. Leave of Absence Without Pay

Any employee may request a leave of absence without pay not to exceed one (1) year.

It is understood that the Board of Education shall make the final decision on any request.

No approved request shall be used to establish a past practice.

5. Death in Family

A. Employees shall be granted leave of absence with full pay as follows:

a. Not more than five (5) work days in succession for death of relatives residing in the person's household, and the death of father, mother, son, daughter, sister or

brother, whose residence is elsewhere than in the employee's home.

b. Not more than two (2) work days for the death of a father-in-law or mother-in-law whose residence is elsewhere than in the employee's home.

c. Not more than one (1) work day for the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, grandfather, grandmother, whose residence is elsewhere than in the employee's home.

ARTICLE IX

SENIORITY

Seniority is determined from the employee's original date of hire and is considered on a District-wide basis, provided, however, there is not a break in service, unless there is an approved leave of absence.

It is understood that the actual time of the approved leave of absence does not count toward an employee's seniority.

It shall be the determining factor in any area where seniority has a bearing on the issue.

ARTICLE X

JOB POSTINGS/OPENING/PROMOTIONS

All job openings or vacancies during the school year shall be posted on official bulletin boards in all schools buildings for a period of ten (10) days whereby all interested employees may apply. The position shall be given to the most qualified applicant based on seniority.

It is understood that copies of all job openings or vacancies shall be sent to each building representative and the unit president at the time of such posting.

Additionally, any job opening or vacancy that becomes known during the months of July and August, the notice will be forwarded to those employees who leave self-addressed envelopes with the Personnel Office prior to leaving for vacation.

Any employee appointed to a position where a higher maximum rate of pay is prescribed i.e. Teacher Aide appointed to Teaching Assistant, shall be placed on the corresponding salary level of the higher title.

ARTICLE XI

RETIREMENT AND FRINGE BENEFITS

1. Retirement

The Board will provide the appropriate retirement provisions for Teacher Aides in the New York State Employees' Retirement System, and the Teaching Assistants in the New York State Teachers' Retirement System.

2. Medical and Surgical Insurance

All employees hired prior to July 1, 1988, shall continue to receive full health insurance and welfare fund benefits provided by the Board of Education.

Effective July 1, 1996, those employees receiving health insurance provided by the Board of Education shall be required to pay, on a payroll deduction basis, three hundred (\$300.00) dollars towards the annual cost of other than single (family) health insurance or one hundred fifty (\$150.00) dollars towards the annual cost of single health insurance.

The above stated amounts shall increase as follows:

	<u>Single</u>	<u>Other Than Single (Family)</u>
Eff. 7/1/97	\$200.00	\$350.00
Eff. 7/1/98	250.00	400.00
Eff. 7/1/99	300.00	450.00

Benefits will continue to be furnished at the level in effect as of June 30, 1996.

Notwithstanding the above, any employee transferred into this bargaining unit who had been receiving health and welfare benefits from the Board of Education shall continue to receive such benefits.

This shall include the health insurance by-back option which is subsequently described.

Additionally, and only for employees hired prior to July 1, 1988, and who decline the Board's health insurance plan, he/she shall continue to be eligible for the following reimbursement:

Seventy five (75%) percent of the cost of the individual plan if eligible to be covered under the individual plan or 100% of the cost of the individual plan if eligible to be covered under the family plan.

ARTICLE XII

GRIEVANCE PROCEDURE

The grievance procedure in effect for employees of this unit is attached as Appendix "A".

ARTICLE XIII

LAYOFFS/REDUCTION IN HOURS/RECALL

In the event the Board of Education deems it necessary to lay off employees or reduce the number of hours of employees within the bargaining unit, it shall be done according to the inverse order of seniority, i.e. the last employee hired is the first employee laid off or reduced in hours, within each title.

An Aide or Assistant recalled to service by seniority must accept the next available Aide or Assistant position. If the position is refused, the employee is no longer eligible for recall. Where there are simultaneous vacancies, as determined by the District, the recalled Aide or Assistant may select any of the simultaneously available positions.

ARTICLE XIV

PERSONNEL FILES

All employees shall have one (1) official personnel file stored in the appropriate District office.

No adverse or negative material shall be placed in an employee's file unless the employee has had the opportunity to review the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the statement that such signature in no way indicates an agreement with the contents thereof.

The employee shall have the right to append an answer or explanation for any material filed and his/her written and signed statement shall be attached to the file copy.

An employee shall have the right, upon request, to review the contents of his/her files and to make copies of any documents in it at the District's established cost of \$.25 cents per page. An employee shall be entitled to have a CSEA representative accompany him/her during such review.

ARTICLE XV

PERSONAL EFFECTS

The District shall provide reimbursement in any amount determined reasonable under all circumstances for the repair or replacement of clothing or personal effects stolen, damaged or destroyed during the course of employment, provided the loss has not been caused by the negligence of the claimant.

Personal effects do not include motor vehicles, however, in the case of either theft or vandalism of motor vehicles, the Board shall adopt appropriate measures to protect such property.

ARTICLE XVI

WORKERS' COMPENSATION

An employee who suffers a work related injury or illness, as defined by the Workers' Compensation Law, shall be reimbursed pursuant to law.

ARTICLE XVII

BI-WEEKLY PAY

A committee of unit representatives and the district will review and recommend the feasibility to pay unit employees on a bi-weekly basis rather than a time sheet

basis. Upon recommendation of the committee, an implementation schedule will be prepared for review by the unit and district. Thereafter, upon recommendation bi-weekly payments will be established.

ARTICLE XVIII

LABOR/MANAGEMENT COMMITTEE

There shall be established a labor/management committee consisting of representatives from both parties who shall meet once per month to discuss items of concern.

ARTICLE XIX

IN-SERVICE WORKSHOP

Any employee who requests and is subsequently approved to attend an in-service workshop/course after the completion of his/her regular workday, shall be paid at the rate of straight time for all time spent at such workshop/course.

ARTICLE XX

MANDATED ATTENDANCE

If it is determined that an employee is to either attend or teach an approved workshop/course, said employee shall be compensated pursuant to the contractually stated agreement as provided in the Board/RTA contract.

Reimbursement of mileage for attendance at approved in-service workshop/courses or mandated workshop/courses shall be at the rate established by the Internal Revenue Service (IRS).

ARTICLE XXI

SECTION 125 (IRC) FLEXIBLE SPENDING ACCOUNT

Employees shall be eligible to participate in a flexible spending account pursuant to Section 125 of the Internal Revenue Code (IRC).

SECTION XXII

MISCELLANEOUS

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

ARTICLE XXIII


DURATION OF AGREEMENT

This agreement shall be in effect from July 1, 1995 through June 30, 2000 or until a successor agreement is negotiated.

Executed in Rye, New York this 13th day of
JANUARY, 1997.

BOARD OF EDUCATION
CITY SCHOOL DISTRICT
RYE, NEW YORK

C.S.E.A., INC.
LOCAL 1000, AFSCME, AFL-CIO
WESTCHESTER LOCAL 860
RYE CITY SCHOOLS
TEACHER AIDES/ASSISTANTS

BY 
SUPT. OF SCHOOLS


UNIT PRESIDENT


CSEA STAFF

APPENDIX "A"

GRIEVANCE PROCEDURE

A. Declaration of Policy

In order to establish a more harmonious and cooperative relationship between employees and members of the Board of Education which will enhance the Goals of the District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of employees pursuant to established rules, regulations, and policies of the District. The provisions of these procedures shall be liberally construed for the accomplishment of this purpose.

B. Definitions

1. "Employees" shall mean an employee or group of employees in the position of Teacher Aide or Teaching Assistant.
2. "Immediate Supervisor" shall mean the administrator to whom the employee is directly responsible.
3. "Grievance" shall mean any claimed violation, misinterpretation, or inequitable application of the contract or any existing laws, rules, regulations, or policies which relate to or involve the employee in the exercise of the duties assigned to him/her. Additionally, any proposed disciplinary action against an employee shall be processed through these procedures.

C. Basic Principals

1. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of a grievance at the earliest possible stage is encouraged.
2. Any employee shall have the right to present grievances in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

STEP 1

Within 45 calendar days of the date on which the act or omission actually occurred or when the employee or union became aware of the act or omission, a written grievance shall be submitted by the employee through the union to the employee's immediate supervisor. The supervisor shall be allowed up to five (5) calendar days in which to respond in writing. If the supervisor fails to respond within the five (5) calendar days mentioned above, the grievance shall be deemed to have been denied.

STEP 2

Within ten (10) calendar days of the receipt of the previous response, the union may file a written appeal of such decision to the Superintendent of Schools (or designated representative). The Superintendent of Schools shall be allowed up to ten (10) calendar days in which to respond in writing. If the Superintendent fails to respond within the five (5) calendar days mentioned above, the grievance shall be deemed to have been denied.

STEP 3

Within ten (10) calendar days of the receipt of the Step 2 determination, the union may request a meeting of Board of Education for review and determination. The meeting shall be held within fifteen (15) calendar days of the date of the request and a determination shall be rendered within ten (10) calendar days of the date of the meeting. If the Board fails to respond within the five (5) calendar days mentioned above, the grievance shall be deemed to have been denied.

STEP 4

Within ten (10) calendar days of the receipt of the Step 3 determination, the union shall have the right to file a written "Notice of Intent" to the District indicating a desire to proceed to final and binding arbitration.

The arbitrator shall be selected in accordance with the rules of the Public Employment Relations Board (PERB).

The cost of the Arbitrator shall be divided equally between the parties.

Notwithstanding the foregoing, the time limits prescribed herein may be waived by mutual agreement of the union and the district.

80.33 Supplementary School Personnel (Effective
February 1, 1971)

(b) Teaching Assistant

(1) Description: A teaching assistant is appointed by a board of education to provide, under the general supervision of a licensed or certified teacher, direct instructional serve to students.

(2) Duties: Teaching assistants assist teachers by performing duties such as:

(i) working with individual pupils or groups of pupils on special instructional projects;

(ii) providing the teacher with information about pupils which will assist the teacher in the development of appropriate learning experiences;

(iii) assisting pupils in the use of available instructional resources and assisting in the development of instructional materials;

(iv) utilizing their own special skills and abilities by assisting in instructional programs in such areas as: foreign languages, arts, crafts, music, and similar subjects; and

(v) assisting in related instructional work as required.

(3) License or certificate required. Any person employed as a teaching assistant shall hold one of the following credentials:

(i) Temporary license: Upon application of a superintendent of schools a temporary license as a teaching assistant may be issued to a person having the qualifications defined in (a) below:

(a) Preparation: The candidate shall have completed a four-year high school program or its equivalent. Such study shall be supplemented by training and experience appropriate to the position in question.

(b) The application for this license shall be filed on forms prescribed by the Commissioner and shall include the following information: the name and address of the candidate; the candidate's education, related teaching; administrative and/or supervisory experience; occupational and/or practical experience; and other unusual qualifications; a description of the teaching assistant's duties; a description of how the teaching assistant will be supervised; a description of the employing school district's in-service training program for teaching assistants and the professional staff utilizing such personnel and a description of the district's plan for using teaching assistants.

(c) Time validity. The temporary license shall be valid for one year from the date of issuance. No more than two temporary licenses may be issued to the same individual.

(ii) Continuing certificate. Upon application of a superintendent of schools a continuing certificate as a teaching assistant may be issued to a person having the qualifications defined in (a) below:

(a) Preparation. The candidate shall have completed six (6) semester hours of appropriate collegiate study in or related to the field of elementary and/or secondary school service at a regionally accredited institution of higher education or at an institution approved by the Department. The Commissioner may approve alternative preparation as required in this paragraph.

(b) Experience. The candidate shall have completed one (1) year of experience as a licensed teaching assistant or as a certified teacher in an approved school.

(c) Time validity. The continuing certificate shall be valid continuously, except when the holder thereof has not been regularly employed as a teaching assistant in the public schools of New York for a period of five (5) consecutive years, in which case the validity of the certificate shall lapse.

TEACHER AIDE

GENERAL STATEMENT OF DUTIES: Assists school teachers in the performance of their teaching functions by performing varied duties associated with the teaching process; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This title is employed for positions created for the main purpose of relieving school teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. The duties of this class differ from those of School Monitor due to the more complex nature of the assignments that are performed. Duties of the school monitor are generally quite limited in scope whereas those of the Teacher Aide often times require specific skills or abilities. A nominal amount of clerical work is associated with this position, however qualified typing is not required.

EXAMPLES OF WORK: (Illustrative Only)

Provides clerical aide in direct support of a teacher in such matters as checking homework or examination papers, averaging grades, checking attendance, collecting money, preparing charges, making up lists, maintaining classroom files, preparing duties, operating duplicating machines.

Provides physical aid to the teacher in such areas as maintaining bulletin boards, making posters, obtaining and returning reference materials, distributing various materials and supplies, setting up audio-visual, computer, television and laboratory presentations, giving personnel physical assistance to individual children (clothing, feeding, wash-up, bathroom) as required.:

May maintain order and discipline in the temporary absence of the teacher or in the classroom, hallways, lunchrooms, etc., on either a regularly assigned or occasional basis;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge in specific field where specialized duties are involved; familiarity with classroom routing; ability to establish good relationships with children and others; ability to maintain discipline; clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; good judgment; tact; courtesy; physical conditions commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation for standard high school course of an equivalent amount of experience and training sufficient to indicate ability to perform the work.

TEACHER AIDES

<u>YEAR</u>	0%	1.00%	3.00%	3.00%	3.25%	3.25%
	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-20</u>
TRACK 1	-	8.30	8.55	8.81	9.10	9.40
TRACK 2	8.30	8.38	8.63	8.89	9.18	9.48
TRACK 3	8.67	8.76	9.02	9.29	9.59	9.90
TRACK 4	9.02	9.11	9.38	9.66	9.97	10.29
TRACK 5	9.76	9.86	10.16	10.46	10.80	11.15

TEACHER ASSISTANTS

<u>YEAR</u>	0.00%	1.00%	3.00%	3.00%	3.25%	3.25%
	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-20</u>
TRACK 1	-	12.60	12.98	13.37	13.77	14.18
TRACK 2	12.60	12.73	13.11	13.50	13.80	14.25
TRACK 3	13.17	13.30	13.70	14.11	14.57	15.04
TRACK 4	13.62	13.76	14.17	14.60	15.07	15.56
TRACK 5	14.23	14.37	14.80	15.24	15.74	16.25
TRACK 6	14.80	14.95	15.40	15.88	16.38	16.91

WRITING LAB / ACADEMIC INTERVENTION

<u>YEAR</u>	0.00%	1.00%	3.00%	3.00%	3.25%	3.25%
	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-2000</u>
TRACK 1	-	17.57	18.10	18.64	19.25	19.88
TRACK 2	17.57	17.75	18.28	18.83	19.44	20.07
TRACK 3	18.27	18.45	19.00	19.57	20.21	20.87
TRACK 4	19.00	19.19	19.77	20.36	21.02	21.70
TRACK 5	20.68	20.89	21.52	22.17	22.89	23.63

ACADEMIC INTERVENTION INTERN

BASE (TRACK 1-5)	-	27,567	28,400	28,322	30,270
<u>STIPEND</u>	-	<u>7,433</u>	<u>7,656</u>	<u>7,905</u>	<u>8,162</u>
TOTAL	-	35,000	36,056	37,227	38,432

* Current Academic Intervention Intern is on track 5.