Naples Central School
NOTICE OF ANTICIPATED JOB VACANCY
Posting Date: November 6, 2026

POSITION: PROBATIONARY TEACHER AIDE

Minimum Qualifications:

- A desire to work with children
- Ability to work cooperatively with teachers and other aides
- A willingness to participate in training sessions
- Possess a high school diploma or equivalent

Salary: CSEA Contractual Range – Minimum Wage to $16.20/hour. Based on Experience Ten (10) Month Position

Hours: 6.5 hours per day

Benefits: Health Insurance; Sick and Personal Leave

Work Location: Elementary School

APPLICATION PROCEDURE:

- Complete the Ontario County Civil Service form through the Ontario County: **https://ontario-portal.mycivilservice.com/** ***and under Current Vacancies, click on the Naples School –Teacher Aide position to apply.***

The Application must be submitted by: Monday, November 30, 2026

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap. Inquiries regarding this nondiscrimination policy may be directed to:
Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.

TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: This title is employed for positions which are 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. The duties of Teacher Aide may require specific skills or abilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists teachers in the correction of test papers, recording of grades, maintaining files and preparing statistical reports;
Proctors and otherwise helps to conduct examinations;
Assists in overseeing technical operations of language laboratory equipment;
Helps to set up science laboratory equipment, conduct experiments and performs limited review of student laboratory reports;
Helps in the technical preparation and production of television programs;
May read in a foreign language from prepared scripts for tape recording purposes;
Reads to and plays records for children in lower grades;
Provides piano, violin or other musical accompaniment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good general intelligence; ability to establish good relationships with children and others; familiarity with classroom routine; good background or knowledge in specific field where specialized duties are involved; above average clerical aptitude; resourcefulness in conducting above described activities indirectly related to teaching process; neat personal appearance; ability to maintain discipline; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

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

NOTE: Advanced education degree received will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

APPROVED: OCTOBER 15, 2001
REVISED: OCTOBER 30, 2019
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE