

# ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street  
Alden, New York, 14004  
(716) 937-9116

## ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY

*Applications are invited for consideration for appointment to the following position:*

**DATE:** January 5, 2024

**POSITION:** Teacher Aide – Full-Time (35 hours/week)

**LOCATION:** Alden High School

**STARTING DATE:** As Per Board Approval

**SALARY:** As per ACSRPA Contract

**RESPONSIBILITIES:**

1. Assists the student(s) to whom assigned in such physical tasks as putting on and taking off outerwear, moving from room to room, and using the restroom.
2. Helps the student(s) in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
3. Performs simple errands and tasks for student(s).
4. Under the supervision of the special education teacher, works with small groups of students to reinforce material initially introduced by the teacher.
5. Accompanies the student(s) to whom assigned when trips to the office or the school nurse are necessary.
6. Establishes, as fully as possible, a supportive and sympathetic relationship with the student(s) without fostering or encouraging intense emotional involvement.
7. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about the student(s) to whom assigned.

**QUALIFICATIONS:** Must meet Civil Service Requirements - Graduation from high school or possession of a high school equivalency diploma and additional experience and knowledge in a particular field where specialized duties are involved.

**APPLICATION DEADLINE:** January 16, 2024

**APPLICATION PROCEDURE:** Please complete the Support Staff Application available online, at [www.aldenschools.org](http://www.aldenschools.org) and send to:

Paul J. Karpik, CPA  
School Business Administrator  
13190 Park Street  
Alden, New York 14004

  
Paul J. Karpik  
School Business Administrator

  
Date

 CIVIL SERVICE EXAM NOT REQUIRED - Non-competitive assignment

*Alden Central School District is an Equal Opportunity Employer*