

SENIOR 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. Responsibilities include the care and upkeep of live plants and small animals, as well as the efficient conduct and organization of the supply room. Work is performed under general supervision. Supervision may be exercised over subordinate employees. A Senior Educational Materials Aide does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares educational materials kits for distribution to various schools;
- Inventories, cleans, and replenishes kits with new supplies;
- Maintains sufficient inventories of supplies and materials needed for educational kits;
- Cares and attends to live materials used in kits by feeding, watering, and cleaning according to schedules;
- Establishes feeding and watering schedules for plants and animals used in the educational kits;
- Maintains stock room in neat, clean, and orderly fashion;
- May load and unload kits.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices involved in the care and feeding of plants and small animals; good organizational skills; ability to count; ability to plan and supervise the work of others; 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 and one year of experience dealing with the care and feeding of animals or plants.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/23/91