

NOTE TAKER

DISTINGUISHING FEATURES OF THE CLASS: The employee in this title is responsible for taking classroom notes and keeping assignments for students unable to do so for themselves. The duties require attendance in classes with or without student as well as meeting with parents, faculty and support staff as needed. The incumbent works under the general supervision of special education teachers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Records clear, concise notes, including assignments for homework, highlights of topics covered, and significant points related to notes;
 Modifies degree of participation in class, depending on student's desires and acceptance of support services by student and teacher;
 Familiarizes self ahead of class with course of study to facilitate notetaking procedure by keeping up with daily work (i.e. English, novels, historical dates, etc.);
 Meets with involved teachers, parents, and support service personnel when appropriate;
 Uses judgment for the most appropriate format to be used in taking notes and arranging for dissemination of notes;
 Attends and is punctual to each class daily, even during student's absence;
 Supplies student, teachers, and support service personnel with a daily copy of notes, handouts, tests, etc.
 Uses discretion in matters of confidentiality and reporting incidents or concerns to support staff (i.e. student abusing or ignoring services);
 Sits unobtrusively;
 Participates in inservice for faculty and students.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good overall intelligence; good background and knowledge in specific areas of study; ability to establish good relationships with children and adults; familiarity with classroom routine; good judgment; resourcefulness in conducting duties listed; neat personal appearance; tact; courtesy; physical condition commensurate with the demands of the position.

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

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: DECEMBER 10, 1999

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE **SUBJECT TO THE APPROVAL OF THE NEW YORK STATE CIVIL SERVICE COMMISSION**

