

Teacher Assistant

Application Process

Applications are available on the Utica City School District Website or at the Administrative Building located at:
929 York Street, Utica, NY 13502


In order to apply for the position of **Teacher Assistant**, kindly complete the below information and forward this information to:

Sara E. Klimek, Chief Human Resources Officer
Human Resources Department
929 York Street
Utica, New York 13502
(315) 792-2243

- A fully completed Teacher Assistant application
- Two Forms of Identification - Driver's License & Social Security Card or Passport

Also, please note that the following Teacher Assistant Qualifications are required:

- High School Diploma – GED
- Must pass (ATAS) Assessment of Teaching Assistant Skills Test
- Must complete Workshop in Identification and Reporting of Suspected Child Abuse
- Must complete Workshop in School Violence Prevention and Intervention
- Must complete DASA course (**D**ignity for **A**ll **S**tudents **A**ct)
- Must apply for a Level 1 License as Teacher Assistant
- Must complete (**9**) College Credits for a Level II License
- Must complete (**18**) College Credits for a Level III License
- **Must be** fingerprinted (*see fingerprinting process* for additional information)

 **CERTIFICATION PACKET** WITH ALL INFORMATION IS LOCATED AT THE ADMINISTRATIVE BUILDING:
(929 York Street, Utica, NY 13502)