

Lauderdale County Schools

Florence, AL

Job Description

Position: Pre-K Auxiliary Teacher

Department: Instructional Operations

Reports To: Principal and Pre-K Lead Teacher

FLSA Status: Non-Exempt

Contract Days: 187 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Child Development Associate credential (CDA) or equivalent 9 hours of approved coursework in child development.
2. High school diploma or equivalent.

Purpose of Job

To assist teachers in classroom activities with students. Duties and responsibilities include providing instructional assistance and support services to teachers, students, and/or staff.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Required to attend a minimum of 10 hours of OSR sponsored training each year plus 10 additional hours training offered by local district or regional programs for a total of 20 hours.
- May keep inventory and order clerical supplies and tools for instructional assistance as prompted.
- Prepares materials requested by classroom teachers; may design and bind books; prepares graphs and student name charts for classroom use.
- Monitors morning duties of students.
- Provides individual instruction to students who need assistance; assists students with group activities and provides small group instruction.
- Monitors seat work and workbook assignments; assists students with make-up work.
- May escort students to and from lunch; monitors students in the cafeteria and hallways, keeping noise levels reasonable; reports discipline problems to cafeteria monitor and/or teachers; may ensure tables and table areas are kept clean.
- Follow all OSR guidelines.

- Performs such other tasks and assumes such other responsibilities as the Principal(s) and/or Pre-K Lead Teacher may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.