

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

March 13, 2024

The Autauga County Board of Education is now accepting applications for the position of: First Class Pre-K Teacher at Various Schools

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Current Alabama Teacher's Certificate, Class B or higher, with proper endorsement/certification. Minimum of a B.S. Degree in the area of instructional responsibility required.

Effective Date: 2024-2025 School Year

Salary: ACBOE approved salary schedule based on rank, certification, and experience (Please review the attached ACBOE salary matrix.)

Contract Length: 187 days (9 months)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: March 24, 2024, or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachments
1. Job Description

FIRST CLASS PRE-K TEACHER

POSITION TITLE: First Class Pre-K Teacher

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Principal

QUALIFICATIONS:

1. Minimum of a B.S. Degree in the area of instructional responsibility required.
2. Alabama State Department of Education Teaching Certification in the area of instructional responsibility required
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of state core curriculum content standards and district educational goals and objectives of instructional specialty to which assigned.
2. Knowledge of student academic progress toward stated objectives of instruction.
3. Knowledge of school's program of studies related to mission, goals and organization.
4. Skilled and effective in oral and written communication.
5. Ability to develop and implement lesson plans based on developmentally appropriate practice and adapt the curriculum to the needs of the student.
6. Ability to establish and maintain effective relationships with students, parents, colleagues, and community members.
7. Ability to use and manage technology including, but not limited to, e-mail, internet, Microsoft Office Programs, CD-ROMS, DVDS, videos, etc.
8. Knowledge and understanding of the school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
9. Possesses the physical and emotional ability to fulfill the contract period.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Assesses student abilities as related to desired educational goals, objectives and student outcomes.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all students.
4. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
5. Identifies student needs and cooperates with other professional staff members in assessing and resolving learning problems.
6. Maintains professional competence and continuous improvement through in-service education and other professional growth activities as required or assigned.
7. Communicates to students and parents (either in writing or verbally) the instructional expectations, student progress or lack of progress.
8. Ensures confidentiality of all students' records, grades, performance and all other related matters.
9. Participates in school-level planning, faculty meetings/committees and other school system groups.
10. Establishes and maintains a professional level of rapport with other teachers, team

leaders, department heads, district-level coordinators and/or program directors, and instructional support and service employees of the school district.

11. Demonstrates a positive and technically competent set of parent/community relations' skills including oral communication, written communications, and listening skills in group and one-on-one situations as necessary.
12. Fulfills professional responsibilities beyond those exhibited in the classroom to include participation in school co-curricular programs, school and district program improvement efforts, participation in community and parent groups, and abides by and promotes high ethical standards.
13. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
14. Performs other duties within the scope of his/her employment and certification as may be assigned.

JOB GOAL:

To provide an approved early childhood education program and establish a class environment that fosters learning and personal growth; to help students develop skills, attitudes, and knowledge needed to provide a good foundation for continued education.

SOURCE: Autauga County Board of Education, Prattville, Alabama
ADOPTED: May 19, 2014

