

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

**POSITION ANNOUNCEMENT**

May 19, 2022

**The Autauga County Board of Education is now accepting applications for the position of:** First Class Pre-K Auxiliary Aide at Billingsley School

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

**Qualifications:** Be at least 19 years of age. Possess a High school diploma or GED. Possess a Child Development Associate Credential (CDA) OR at least 9 credit hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution. Possess appropriate experience (at least 12 months) working in early childhood or experience in other OSR approved settings.

**Effective Date:** 2022-2023 School Year

**Salary:** ACBOE Approved Salary Matrix (Based on completed years of experience)  
\$21,678 - \$23,171

**Contract Length:** 187 days (9 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](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:** May 25, 2022 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.*

## FIRST CLASS PRE-K AUXILIARY AIDE

POSITION TITLE: First Class Pre-K Auxiliary Aide

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Principal

### QUALIFICATIONS:

1. Be at least 19 years of age.
2. Possess a High school diploma or GED
3. Possess a Child Development Associate Credential (CDA) OR at least 9 credit hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution.
4. Possess appropriate experience (at least 12 months) working in early childhood or experience in other OSR approved settings.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to plan and organize effectively.
2. Ability to implement lesson plans based on local and state courses of study.
3. Basic knowledge, skills, and ability to operate computer programs and related technology.
4. Skilled and effective in oral and written communication.
5. Ability to establish and maintain effective working relationships with students, parents, teachers, and administrators in support of instruction.
6. Physical dexterity, mobility, and strength to perform the essential functions of this position.
7. Ability to follow written and oral instructions.
8. Knowledge and understanding of the school system's rules and policies, administrative procedures, and state and federal rules and regulations.

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Performs tasks related to classroom activities under the supervision of a certified teacher(s).
2. Participates in daily and long-range planning.
3. Prepares classroom materials and develops activities.
4. Assists with non-instructional classroom duties as directed.
5. Assists with supervision of students during lunch, assemblies, field trips, etc.
6. Works with individual and small groups of students to reinforce and to re-teach material introduced by the teacher(s).
7. Works with individual students in need of special attention.
8. Works with teachers and counselors to identify students in need of additional assistance from outside community groups and agencies.
9. Consults with teacher(s) daily regarding student progress and assignments.
10. Conducts activities with individuals and small groups.
11. Assists in preparing class displays and bulletin boards, etc.
12. Assists in caring for and securing classroom equipment and supplies.
13. Assists with classroom management.
14. Assists with clerical work, projects, programs, special events, and field trips.
15. Keeps records and completes necessary reports for the program on a timely basis.
16. Attends and participates in staff development and training sessions.
17. Performs other duties within the scope of his/ her employment as may be assigned.

### JOB GOAL:

To assist the teacher(s) in achieving instructional objectives and to help students take full advantage of the instructional program.

SOURCE: Autauga County Board of Education, Prattville, Alabama

ADOPTED: May 19, 2014