



<b>Job Title:</b>	Pre-K Auxiliary Teacher	<b>Job Category:</b>	Certified
<b>Department/Group:</b>	Teaching and Learning	<b>Term of Contract:</b>	9 months
<b>Location:</b>	School		
<b>Level/Salary Range:</b>	See district salary schedule	<b>Position Type:</b>	Full Time

<b>Reports to:</b>	School Principal
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<p><b>Job Description:</b> The First Class Pre-K Auxiliary Teacher assists the Lead Teacher with planning, creating, and implementation of the daily program for Pre-K learning environments.</p>
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Assists in planning and implementing a curriculum for a group of children consistent with developmentally appropriate early childhood education practice and in accordance with National Association for the Education of Young Children ( NAEYC ) accreditation standards.</li> <li>● Assists with Teaching Strategies GOLD documentation.</li> <li>● Mentors and facilitates the physical, social, emotional, and cognitive development of children through safe and structured environments.</li> <li>● Assists in designing classroom arrangement for optimal learning, and developing planning materials and activities that facilitate active learning for the children.</li> <li>● Provides, instructs, and monitors children in the use of a variety of learning materials and resources for use in educational activities.</li> <li>● Collaborates with the community representatives such as therapists, specialists, and psychologists as needed.</li> <li>● Communicates with parents as needed to keep them informed of the progress of their child.</li> <li>● Instruct assigned classes in the locations and at the times designated.</li> <li>● Assists in planning programs of study that align to local and state curriculum guides and meet the individual needs, interests, and abilities of the students.</li> <li>● Encourage students to take an active role in the learning process and encourage them to set and maintain high standards of personal behavior.</li> <li>● Attend class field trips and assist in monitoring students.</li> <li>● Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.</li> <li>● Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.</li> </ul>



- Assist the teacher in implementing all policies and rules governing student life and conduct, and, for the classroom, develop reasonable rules for classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
- Exhibit effective human relations skills.
- Demonstrate proficiency in written and oral communication.
- Maintain professional growth and competence through professional development.  
NOTE: Minimum 30 hours – Pre K Conference is REQUIRED
- Assist in daily duties, including but not limited to car duty, extra-curricular duties or whenever students are involved in school activities.
- Encourage students to set and maintain high standards of classroom behavior.
- Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- Conducts learning exercises with small groups of children.
- Guides children in working and playing harmoniously with other children.
- Alerts the teacher to the special needs of individual children.
- Provides escort and assistance to children as necessary.
- Helps maintain individual records for each child.
- Fosters good eating habits and table manners in children.
- Assists the teacher in maintaining neat work and study areas.
- Assists with the supervision of children during regular play periods.
- Collects and displays suitable material for educational displays.
- Remains knowledgeable of current Pre-K issues by attending staff development and reading current literature/publications.
- Perform other duties as may be assigned.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Possess physical and emotional ability to lift up to 50 pounds, to move about as required to perform tasks associated with job requirements. This job is performed in a generally clean and healthy environment.

### **Qualifications/Education/Certifications**

High School Diploma plus additional credentials. Requirements based on credential type below:

- High School Diploma or equivalent
- Child Development Associate credential, equivalent credential or nine semester hours of approved coursework in the field of Early Childhood Education or Child Development