



VACANCY

CCJHS K4 Auxiliary Teacher

The **Conecuh County Board of Education** is now accepting applications for the following vacancy:

Position Title: CCJHS K4 Auxiliary Teacher

Qualifications:

An auxiliary teacher must meet **all** of the following minimum requirements:

- Must possess a high school diploma or GED.
- Must have 9 hours of Early Childhood Education College Coursework; **or** a Preschool Child Development Associate (CDA) Credential through Council of Professional Recognition; **or** an Early Childhood Education Associate Degree; or Associate Degree Child Development.

Months: 9 months position

Director Duties and Responsibilities:

The First Class Pre-K Auxiliary Teacher will:

- Support the Lead Teacher in implementing the Alabama First Class Pre-K curriculum, daily schedule, routines, and classroom expectations.
- Assist in creating a warm, safe, inclusive, and developmentally appropriate classroom environment.
- Actively supervise children at all times, including during indoor play, outdoor play, meals, transitions, rest time, toileting, arrival, and dismissal.
- Support children's social-emotional development through positive guidance, redirection, encouragement, and consistent classroom expectations.
- Assist with small-group activities, learning centers, classroom projects, read-alouds, music, movement, and hands-on learning experiences.
- Help maintain child-to-staff ratios and ensure compliance with licensing and First Class Pre-K standards.
- Assist with classroom observations, documentation, child assessment support, and preparation of materials as directed by the Lead Teacher.
- Build positive, respectful relationships with children, families, coworkers, administrators, coaches, and monitors.
- Communicate professionally and appropriately with families under the guidance of the Lead Teacher and administration.
- Help maintain a clean, organized, safe, and inviting classroom environment.



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- Follow all center policies, DHR licensing requirements, Alabama First Class Pre-K guidelines, health and safety procedures, confidentiality expectations, and mandated reporting requirements.
- Attend staff meetings, professional development, coaching sessions, and required training.
- Support classroom routines such as meals, handwashing, bathroom procedures, cleaning, rest time, transitions, and playground supervision.
- Model professionalism, teamwork, patience, flexibility, and respect at all times.
- Perform other duties as assigned

Reports To: Principal

Applications will be received through: July 8, 2026

Applications are available at www.conecuh.k12.al.us under human resources. You may send your application to conecuh.applicants@conecuhk12.com. If you are currently employed you may send a letter of interest to leann.smith@conecuhk12.com.

Conecuh County Board of Education does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. In any of its activities or operations.