

The Jasper Area Family Services Center, Inc.

1400 19th Street West

Jasper, AL 35501

Position Title: Pre-K Auxiliary Teacher

General Description of Duties: Assist and work collaboratively with the Lead Teacher in planning and carrying out an effective, developmentally appropriate program of education for 4 year olds, in accordance with the First Class Pre – K Guidelines and the Department of Human Resources Performance Standards.

Specific Duties and Responsibilities:

1. Planning and classroom management

- *Plan and provide a daily schedule appropriate for age group and conducive to teaching and learning
- *Prepare the learning environment, materials, and equipment for daily activities
- *Provide constant supervision of children during all activities, indoors and outdoors
- *Implement and reinforce behavior management techniques that are consistent with program standards, development principles, and the goal of developing self-regulation skills
- *Praise children by name and acknowledge accomplishments
- *Provide clear instruction and care to the children

2. Classroom Environment and Implementation of Activities

- *Arrange classroom into well defined, functional areas to implement learning Activities, both individual and group.
- *Maintain facilities where children are served, including areas for eating, learning, playing, sleeping and toileting
- *Have a balance of quiet and active activities, indoors and outdoors
- *Provide a variety of art media and allow for creative expression
- *Observe mandated safety precautions and practices

- *Keep classroom clean and organized
- *Keep materials accessible and at children's eye level
- *Inform supervisor of needed supplies
- *Attend required training

3. Professional Responsibilities

- *Excellent time management skills
- *Demonstrate through words and deeds, actions which reflect positively upon the program
- *Maintain good working relationships with staff, community partners, children and families

Qualifications – must meet all of the following minimum requirements:

1. Must possess a high school diploma or GED
2. Must possess a Child Development Associate credential (CDA) or at least nine credit hours of college coursework in Early Childhood Education or Child Development from a regionally an accredited institution

Benefits:

- *Blue Cross/Blus Shield Health, Dental and Vision
- *Accrued paid leave
- *Retirement upon meeting requirements