

JOB DESCRIPTION
THOMASVILLE CITY BOARD OF EDUCATION

Pre-K Auxiliary Teacher (Instructional Aide)

RESPONSIBLE TO: Principal/Pre-K Teacher assigned

QUALIFICATIONS:

- Be at least 19 years of age
- Minimum of 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 Office of School Readiness (OSR) approved settings.
- Must meet suitable criteria for employment based on a satisfactory criminal background check, Child Abuse and Neglect (CAN) background check and fingerprinting

DUTIES AND RESPONSIBILITIES:

1. Perform tasks related to classroom activities under the supervision of a certified teacher (s).
2. Work with small groups of students to reinforce and to re-teach when necessary material initially introduced by the teacher (s).
3. Work with individual students who need special attention.
4. Guide independent study, enrichment work, remedial help, and follow-up work as specified by the teacher(s).
5. Assist teacher (s) with drill work, reading and storytelling as appropriate.
6. Assist with checking notebooks, correcting papers, and supervising testing and make-up work.
7. Assist with routine classroom clerical duties and routine housekeeping duties.
8. Assist with preparation of instructional aids, bulletin boards, and other learning displays.
9. Set up and store audio-visual equipment for classroom use.
10. Assist with non-instructional classroom duties such as snack, break, clothing routines, restroom, etc. as directed.
11. Supervise small groups who leave the classroom to do library work (under supervision of the media specialist).
12. Help with supervision of students during lunch periods, assemblies, and field trips.
13. Maintain confidentiality of information as required by school policy.
14. Maintain a high level of ethical and professional standards as expected of all personnel.
15. Participate in in-service activities and para-professional training as mandated by the Office of School Readiness Program and LEA.
16. Assume other reasonable and equitable job-related duties as assigned by the immediate supervisor or principal.

JOB GOAL:

To provide assistance to the teacher(s) in the delivery of classroom instruction.

EVALUATION:

Job performance for the position shall be evaluated annually by the immediate supervisor based on Board policy.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the grievance procedure.

FLSA: Non-exempt