

BOAZ CITY SCHOOLS

Boaz, Alabama



POSITION ANNOUNCEMENT

Job Title: Pre-K Aide

Closing Date: Until Filled

Opening Date: May 6, 2022

Salary: Based on BCSS Salary Schedule

Terms of Employment: 9 Month

FLSA Status: Non-Exempt

Expected Workday: As assigned by Principal

Reports To: Principal

Job Goals:

- Work with preschool students in their classroom or other designated program areas on school readiness skills as identified by the State of Alabama OSR Preschool Standards.

Qualifications:

- High School Diploma or GED required
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Must 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.

Performance Responsibilities and Essential Functions:

- Assist in providing a well-organized, smoothly functioning class environment.
- Attend daily planning sessions with assigned classroom teacher and special education teacher.
- Maintain a plan sheet documenting activities, objectives, progress and comments.
- Assist the teacher in implementing small group activities, large group activities, special strategies, creating activities and skills development based on individual student's needs, interests, abilities and learning styles.
- Maintain required Office of School Readiness documentation.
- Attend scheduled workshops and training.
- Provide assistance in observation and assessment of students.
- Perform any other duties assigned by the Director or OSR Preschool teacher.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education's policy

Point of Contact: Josh Walker, Principal Boaz Elementary School
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