**Full Job Description**

African Universal Church dba AUC Resource Center

8355 Jonesboro Road

Daphne Alabama 36526

Job Description  
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**JOB TITLE:** Pre-K Teacher STATUS: Non-Exempt  
  
**REPORTS TO:** Center Director  
  
**SALARY:** $43,357.60 DAYS: 187  
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**Job Duties/Responsibilities:**  
The Teacher is responsible for working in a leadership role building a team atmosphere with the Auxiliary Teacher and other program staff to provide children with a safe and healthy learning environment. The teacher will give guidance and coordinate classroom duties. The teacher will provide guidance when planning for children's physical and intellectual growth, supporting social and emotional development, providing positive guidance and discipline, establishing positive relationships with families and encouraging their involvement in the education of their children, ensuring a well-run purposeful program responsive to participant's needs and maintaining a commitment to professionalism. It is the responsibility of the Teacher to work under the direct guidance, direction, and monitoring of the Children's Services Classroom Support in cooperation with the OSR Monitors and Coaches, Content Team Leaders and other program staff in developing lesson plans for both the class as a whole and individual children, classroom management, and procurement of needed teaching materials and supplies. The teacher is responsible for ensuring classroom data; forms and information are submitted to the appropriate person(s) and entered in in the appropriate data base in a timely manner.  
  
**Knowledge, Skills, Abilities:**  
Must stay current with Microsoft software, TS GOLD and other technology used to support AUC initiatives and communication skills. Have good verbal and written communication skills. Demonstrate ability to assume primary responsibility for planning and implementing the daily program for a group of young children. Has ability to work well with parents of young children up to the age of five. Has the ability to provide guidance, encouragement, and on-going monitoring to the classroom. Ability to provide leadership and problem solve with other staff. Have the ability to work with children and families from diverse social, economic, and cultural backgrounds. Bilingual in Spanish and English preferred.  
  
**Credentials/Experience:**  
Must be 21 years of age. Experience required working in a pre-school environment. BS or BA in Early Childhood Education or Childhood Development (P-3), Human Environmental Degree or Special Education degree with a concentration (18 hrs.) in early childhood or childhood development from college or university is required. Alabama Teaching Certification is not required.  
  
**Additional Responsibilities:**  
Other duties as may be necessary to fulfill the responsibilities of this position or related duties.

**Work Relationships and Scope:**  
Reports directly to the Center Director. Works closely with Auxiliary Teacher, Family Engagement staff, children and families.  
  
**Measure of Performance:**  
Quality, accuracy, timeliness, reliability, and thoroughness of work performed. Gains the trust and respect of the children and families, staff, and co-workers. Communicates effectively (written and verbally); responsive to the requests and information needs of AUC; problem solver; creative thinker; quality of the example set for other employees, team player, commitment and loyalty to AUC; maintenance of confidential information.  
  
**Working Conditions:**  
Work is performed in a classroom setting. Minimum travel to make home visits is required. This position requires sitting, standing, bending, and minimal lifting. This position requires a valid driver's license, proof of vehicle insurance and safe driving record.  
  
  
**Acknowledgement:**  
This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by AUC, Children's Services Classroom Support/OSR Coach or Mentor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.