

<p style="text-align: center;"><b>SHEFFIELD CITY SCHOOLS</b> <b>JOB DESCRIPTION – OSR Pre-K Assistant (Aide)</b></p>
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**POSITION TITLE:** OSR Pre-K Assistant (Aide)

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent (minimum)
2. Must be 19 years of age or older
3. Possess a Child Development Associate Credential (CDA) OR at least 9 hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution.
4. Possess at least 12 months experience working in early childhood education or experience in other Office of School Readiness approved settings.
5. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
6. Such alternatives to the above qualifications as the Board may require.

**REPORTS TO:** Principal

**JOB GOAL:** To assist school preschool teacher, principal, and other school system personnel.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Demonstrates support for the system mission, goals and priorities.
2. Works efficiently under the direction of a certified employee.
3. Participates in preparing lesson plans with preschool teacher.
4. Assists the preschool teacher in student assessments as assigned.
5. Works with individuals and groups of students as assigned.
6. Assist in management of classroom behavior.
7. Assists with non-instructional duties such as snacks, lunch, and personal hygiene needs of students as directed by the preschool teacher.
8. Uses effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
9. Performs clerical tasks, including inventory, filing, typing, and care for equipment and materials.
10. Models and maintains high ethical standards.
11. Participates successfully in training programs, professional development, including any training mandated by federal and/or state requirements, or other learning to increase skill and proficiency related to job performance and leadership. Attends 10 hours of the Office of School Readiness sponsored training each year plus a minimum of 10 additional hours of training offered by local or regional programs.
12. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.

13. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
14. Responds to inquiries and requests in a timely and positive manner.
15. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
16. Reports to work in a punctual manner and attends work regularly.
17. Reports absences and takes leave in accordance with Board policies and procedures.
18. Demonstrates initiative, resourcefulness, and discretion in solving problems.
19. Promotes public and community support for the school and school system by performing job duties and interacting with students, parents, staff, and the public courteously and proactively.
20. Performs other job-related duties as assigned by Supervisor(s).

**TERMS OF EMPLOYMENT:** As established by the Board and applicable state law.

**EVALUATION:** Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Board of Education reserves the right to amend the job description as needed.