



## Invitation to Apply for PreK Auxiliary Teacher at University Charter School:

We are now accepting applicants for PreK Auxiliary Teacher

**Reports to:** Principal

**Application Deadline:** Until position is filled

**Start Date:** Upon Board Approval

### **University Charter School**

University Charter School (UCS) is an innovative and new PK-10 public charter school that opened in August 2018 in rural, Livingston, Alabama.

UCS is strategically and intentionally located on the campus of the University of West Alabama and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

### **Roles 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 auxiliary teacher 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.

## **Qualifications**

Candidates will have the following certifications, skills, and experiences:

- Must possess a high school diploma
- Must possess a Child Development Associate credential (CDA) or at least 9 credit hours of college coursework in Early Childhood Education or Child Development from a regionally accredited institution
- Excellent verbal and written communication skills
- Exceptional organizational and planning skills

## **Salary and benefits**

UCS offers a competitive salary dependent upon degree and experience and comprehensive benefits package including health insurance and retirement.

## **Apply**

If your experiences and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachInAlabama](#). Applicants interested in vacancies with UCS must complete an online application. If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

## **Online Application Instructions**

### **First Time Users**

**Step 1:** Go to Applicant Login

**Step 2:** Click on Create an Account

**Step 3:** Select a Username and Password. You will use this login information any time you want to apply.

**Step 4:** Build an application by clicking on the Create Application link. This application can be saved and used to apply to more than one job opening.

**Step 5:** If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

## **Apply Now**

**Step 1:** Scroll through the job postings and click on the Job Title to which you want to apply.

**Step 2:** Click on Apply

**Step 3:** Login in using your username and password.

**Step 4:** Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

*Important Notes*

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.
- It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete

*Online applications are stored on a secure site  
Only authorized employees and hiring authorities have access to the information submitted.*

*UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.*