



**Employment Opportunity
Butler County Educational Service Center
February 24, 2010**

POSITION: Center Assistant - Early Head Start (2 positions)

GENERAL DESCRIPTION:

The Center Assistant will be responsible for creating a center environment for family participation in socialization activities related to learning experiences for parents and children birth to the age of three and pregnant mothers. The Center Assistant will participate in team development and implementation of joint program events, document attendance, recruit and coordinate volunteers, participate in daily planning and evaluation, support progress toward child outcomes, and monitor compliance with state and federal regulations. The Center Assistant may participate in child care during socialization activities. The Center Assistant will establish and maintain a safe, healthy learning environment, encourage the involvement of the families of the children in the Early Head Start program and support the development of relationships between children and their families.

QUALIFICATIONS:

- High School Diploma; Associate Degree in Early Childhood Education, Human Services or related field preferred.
- Successful work experience with young children & families.
- Knowledgeable of Early Childhood curriculum and developmentally appropriate practices.
- Classroom management skills.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Must pass criminal background check, drug screenings, and be free from communicable diseases.

STARTING DATE: March 15, 2010 or ASAP
SALARY: \$ 17,800 - \$21,400 annually
BENEFITS: Based upon Board Policy
WORK YEAR: Full Time
DEADLINE: 3/5/10 or until filled
APPLY TO: Send letter of interest, resume, list of references, and Support Staff Application; which can be printed from www.bcesc.org, to:
Butler County Educational Service Center
Lori Thesken
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay Act of 1963, Americans With Disabilities Act and Title IX are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.)