



Employment Opportunity  
Butler County Educational Service Center  
April 15, 2019

2019-2020 School Year

POSITION: Preschool Intervention Specialist

DESCRIPTION: Co-teaching in a preschool special education inclusion classroom. Responsible for the implementation of the Early Childhood Curriculum expectations and general preschool program for preschool children with disabilities and typically developing peers.

QUALIFICATIONS:

- Bachelor's degree required.
- Ohio Early Childhood Intervention Specialist PK-3 License or ability to obtain
- Supervised classroom experience with preschool special needs children.
- Knowledge of formal assessments and screening tools.
- Proficient in the use of computer applications and data entry.
- Valid driver's license and daily access to personal vehicle.
- Excellent organization and planning skills.
- Willingness/ability to work as a team member.
- History of good job attendance.
- Must pass criminal background check and be free from communicable diseases.

ESSENTIAL FUNCTIONS:

- To plan and implement, with co-teacher, the daily/weekly lesson plan for all children.
- To participate in the activities related to the IEP process
- To be responsible for the implementation of special education services as related to the IEP.
- To be responsible for implementing all performance standards related to all state and federal programs.
- To complete monthly reports and other administrative reporting requirements.
- To plan and conduct a minimum of one home visit per child to gather information and communicate with parents about their child's progress.
- To plan and conduct two parent IEP update meetings to communicate with parents about their child's progress.
- To attend monthly parent meetings.
  
- To gather support documentation and participate in the Response to Intervention process.
  
- To work collaboratively with all related services in the design and implementation of the IEP.
- To collectively be responsible for managing supplies and other related educational

materials/equipment.

- To ensure that confidentiality practices are maintained at all times.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To maintain records and files as required.
- To plan and organize own work to meet priorities.
- To meet deadlines (daily, weekly, monthly, quarterly, yearly).
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertain to the position (e.g. OSHA, OCR).
- To perform other duties consistent with the position as assigned.

#### OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, state and federal preschool program standard and IEP process.

Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; gain access to client's residence, and lift moderate amounts of weights including the ability to lift and position students in relation to specific adaptive equipment.

Skill in: Basic math, English and communications.

#### EQUIPMENT OPERATED:

Computer; outdoor large play equipment, water table, sand table, projectors, record player, VCR and other instructional-related audiovisual equipment.

#### ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to dust, loud noise, inclement weather driving conditions and severe weather, irritating chemicals.

Frequent: Exposure to blood, bodily fluids and tissue, unruly children/adults.

#### TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation Support Personnel.

**STARTING DATE:** August 2019  
**SALARY:** Based upon Governing Board approved salary schedule  
**BENEFITS:** Excellent benefit package available for all full time employees  
**WORK YEAR:** Full Time – 175 days  
**DEADLINE:** Until filled  
**APPLY TO:** Apply by clicking: [Application](#)

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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, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.