



Employment Opportunity
Butler County Educational Service Center
March 3, 2020

POSITION: Home Visitor for Summer Program

GENERAL DESCRIPTION: The teacher is responsible for the implementation of the provided *Summer Bridge Home Visitation Program Curriculum*. This program is designed to insure that children have the opportunity to be ready for kindergarten in the area of literacy. By having summer instruction, the child and parents will not go without a break in education before entering kindergarten.

Nine week program commitment conducts home visit, provides parent and child education, and assist parent to begin literacy to prepare for kindergarten readiness, complete weekly one hour visits with the families.

The teacher will plan and implement learning experiences that advance the intellectual skills of parents and child in the areas of early literacy skills to prepare the child for kindergarten. The teacher will focus on the literacy areas of phonemic awareness, Vocabulary, print, understanding and use of language, and appreciation of books.

QUALIFICATIONS:

- Hold an associate, baccalaureate or advanced degree in Early Childhood Education **OR** a field related to Early Childhood Education with experience teaching preschool children **OR** hold a current CDA credential.
- Knowledgeable of Early Childhood curriculum and developmentally appropriate practices.
- A minimum of two years' work experience with young children and their families preferred;
- Experience in establishing partnerships with families, preferred.
- Willingness/ability to work as a team member and independently;
- Excellent organizational skills.
- History of good job attendance.
- Valid Ohio driver's license with good driving record; daily access to private insured vehicle during work hours.
- Must pass criminal background checks, drug and alcohol tests and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Conduct home visits to provide parents with learning literacy opportunities that will assist in enhancing the growth and development of their children.
- Plan, implement, evaluate and document the learning experiences to support individual progress and appropriate child and family outcomes.
- Coordinate and implement weekly lesson plan and facilitation of literacy lessons.
- Document and maintain individual files on all families.

- Participate in program evaluation activities as requested.
- Plan and organize own work to meet priorities and deadlines (daily, weekly).
- Ensure that confidentiality practices are maintained at all times.
- Participate in staff trainings and meetings.
- To facilitate the planning and implementation of daily/weekly lesson planning.
- Document notes after visits, record keeping
- To plan, implement and evaluate the learning experiences of support individual progress and appropriate child outcomes.
- 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 maintain confidentiality in district matters.
- To perform other duties consistent with the position as assigned.
- To create manipulative materials to support lessons

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for parents and students in how to conduct themselves as citizens and as responsible, intelligent human beings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures; building policies and procedures, public relations. Knowledge of preschool curriculum and developmentally appropriate practices.

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue, electrical hazards; perform duties outside normal working hours; to climb or balance, stoop, kneel, crouch or crawl.

Regularly: Required to sit, stand, walk, use hands to manipulate, handle or feel, reach with hands and arms, and talk and hear; lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds.

Ability to: follow instructions; communicate effectively; to provide own transportation to home visits; and ability to collect, analyze, and input data.

Skill in: Microsoft programs, Basic math, English and communications.

EQUIPMENT OPERATED:

Copier, fax, computer, and general office equipment

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, blood, bodily fluids and tissue. Exposure to traffic and unfavorable weather conditions while driving; home environmental issues.

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 the provisions of the Board's policy on Evaluation of Support Staff.

STARTING DATE: May 2020

SALARY: \$16.00 per hour based upon experience and education

WORK YEAR: As Needed

DEADLINE: Until filled

APPLY TO: Send letter of interest to: Allison Cook – Site Manager
Middletown Early Learning Center
Cooka@bcesc.org

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 Human Resources by the deadline.