



Employment Opportunity
Butler County Educational Service Center
May 15, 2019

POSITION: 2 - Assistant Teachers for TIP and Head Start Classroom

DESCRIPTION: The Assistant Teacher will work collaboratively within the Therapeutic Interagency Preschool (TIP) program to assure cooperative programming of TIP Head Start clients. To assist in planning, directing and implementing the curriculum. Maintain records to document compliance with Head Start Performance Standards, Ohio Preschool Program rules and BCECS regulations, policies and procedures. The Assistant Teacher will advocate for the children by assisting families and agency representatives through children's treatment and transition stages and provide follow-up visits to the child, parent and/or community/school programs as identified.

QUALIFICATIONS:

- High school diploma or GED; prefer Early Childhood Education/Child Development coursework, A.A. in Early Childhood, or a Pre-Kindergarten certification.
- By September 30, 2013, hold a child development associate (CDA) credential; be enrolled in a CDA credential program that will be completed within 2 years; or have an associate or baccalaureate degree (in any area) or be enrolled in a program leading to such a degree.
- Supervised experience with preschool children preferred.
- Experience working with diverse populations of children including: abuse/neglected population, low function/developmentally delayed population, emotionally or behaviorally challenged population preferred
- Knowledge of Early Childhood Development principles.
- Willingness to continue professional education and training, and/or enroll in Child Development Associate training.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Must submit medical statement within 30 days of employment.
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Attend interagency meetings as identified.
- Assist in formulating and implementing child/family interagency treatment plans, including collaborative treatment plans with other community professionals
- To provide ongoing documentation of each child's progress, educational and social/emotional development, and concerns, to be used in creating the TIP treatment plans
- To participate in activities related to IEP's upon request.

- To participate in team development and implementation of weekly lesson plans per curriculum.
- To perform daily health and safety inspections of each child and document attendance.
- To recruit and coordinate volunteers for field trips and other classroom activities as well as monitor children on field trips.
- To participate in daily planning and evaluation sessions
- To plan and conduct home visits throughout the year to gather information and communicate with parents about their child's progress.
- To document individual children's progress.
- To assist in ensuring that the center meets Ohio Preschool Program rules, Head Start Performance Standards and BCESC requirements.
- To assume classroom supervisory role in absence of the Teacher.
- To assume van monitor role when necessary in absence of Assistant Teacher/Van Monitor.
- To participate in implementing nutrition activities.
- To participate in staff training and meetings.
- To assist in the management of inventory control.
- To assist in referring children for other TIP or Head Start area services as needed.
- To report the presence of unauthorized or atypical visitors.
- To confer with supervisors regarding progress, concerns and recommendations.
- To confer with TIP consultants and therapists regarding children's and families' 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 maintain confidentiality in district matters.
- To continuously update and improve professional competence.
- To comply with state and federal regulations that pertains 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, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Basic math, English and communication.

EQUIPMENT OPERATED:

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

ADDITIONAL WORKING CONDITIONS:

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

Frequent: Exposure to outdoor weather conditions during gross motor play. 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 of Support Personnel.

STARTING DATE: August 2019
SALARY: \$11.91 - \$14.51 based upon education and experience
BENEFITS: Excellent benefit package available for all full time employees
WORK YEAR: Full Time – 180 days
DEADLINE: May 21, 2019 for internal candidates; until filled for all other applicants
APPLY TO: Apply by clicking: [Application](#)

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.