



Employment Opportunity  
Butler County Educational Service Center  
May 15, 2019

POSITION: 2 -Teachers – TIP & Head Start Classroom

DESCRIPTION: The Teacher will work collaboratively within the Therapeutic Interagency Preschool (TIP) program to assure cooperative programming of TIP Head Start clients. The Teacher will plan and implement learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, their understanding and use of language, their understanding and use of increasingly complex and varied vocabulary, their appreciation of books, and their problem solving abilities. The Teacher will establish and maintain a safe, healthy learning environment; support the social and emotional development of children; and encourage the involvement of the families of the children in the Head Start and TIP programs and support the development of relationships between children and their families. The 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:

- Hold an associate, baccalaureate or advanced degree in early childhood education; OR an associate degree in a field related to early childhood education and course work equivalent to a major relating to early childhood education, with experience teaching preschool-age children; OR a baccalaureate or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;
- Supervised classroom experience with preschool children.
- Experience working with diverse populations of children including: abuse/neglected population, low function/developmentally delayed population, emotionally or behaviorally challenged population preferred
- Knowledgeable of Early Childhood curriculum and developmentally appropriate practices.
- Excellent classroom management/supervision skills.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Must pass criminal background check and be free of communicable disease.

## ESSENTIAL FUNCTIONS:

- To plan, implement and evaluate the learning experiences to support individual progress and appropriate child outcomes.
- To supervise, plan and evaluate activities of assistant teachers, aides and volunteers.
- 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 the I.E.P process including the implementation of the I.E.P. goals.
- To coordinate and implement weekly lesson plans with input from teaching team.
- To lead daily planning and evaluation sessions of teaching team.
- To ensure daily health and safety inspections of each child and the documentation of attendance.
- To initiate field trips, and assist in their facilitation.
- To complete monthly reports and other administrative reporting requirements.
- To ensure that education goals are appropriately implemented through pre-assessments, screenings, portfolio and post assessments.
- To document individual children's progress.
- To plan and conduct home visits throughout the year (minimum of 2 per year) per child to gather information and communicate with parents about their child's progress.
- To plan and conduct ongoing parent teacher conferences (minimum of 2 per year) to communicate with parents about their child's progress.
- To provide technical assistance to center staff and volunteers on an ongoing basis.
- To assume van monitor role when necessary in absence of Assistant Teacher/Van Monitor.
- To utilize the intervention assistance team process to address the needs of individual children.
- To attend monthly parent meetings to provide information on educational process/issues.
- To participate in weekly center team meetings.
- To plan and implement nutrition activities.
- To participate in staff training and meetings.
- To be responsible for security of building, equipment and materials.
- To assist in the management of inventory control.
- 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 confer with TIP consultants and therapists regarding children's and families' progress, concerns and recommendations.
- To maintain records and files as required by the Head Start and TIP programs.
- 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 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, and state and federal reporting.

Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; lift moderate amounts of weight; and follow common safety standards on the job; work with children with emotional/behavioral challenges in a calm and productive way.

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; attend functions outside normal work schedule.

Frequent: Exposure to outdoor weather conditions during gross motor play. Exposure to blood, bodily fluids and tissue; exposure to 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:** \$26,943 - \$33,160 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](#)

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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.)