



Employment Opportunity  
Butler County Educational Service Center  
January 4, 2019

POSITION: Teacher – Butler Co. Head Start

**GENERAL DESCRIPTION:** 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, their understanding of early math and early science, their problem solving abilities, and their approaches to learning; 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 program and support the development of relationships between children and their families.

**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 preferred except as listed above.
- Knowledgeable of Early Childhood curriculum and developmentally appropriate practices.
- Classroom management/supervision skills.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Must be free from communicable disease and provide Medical Statement within 30 days of employment.

**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.
- 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 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 two home visits per child to gather information and communicate with parents about their child's progress.
- To plan and conduct two parent teacher conferences to communicate with parents about their child's progress.
- To provide technical assistance to center staff and volunteers on an ongoing basis.
- 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 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 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.

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, 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 no 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:** Immediately

**SALARY:** \$26,943 - \$33,160 based upon education and experience

**BENEFITS:** Excellent benefits for all full time employees

**WORK YEAR:** Full Time – 180 days

**DEADLINE:** 1/11/19 for internal candidates; or until filled

**APPLY TO:** Apply by clicking here: [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 Human Resources by the deadline.