



Employment Opportunity
Butler County Educational Service Center
November 14, 2018

POSITION: Teacher ECE

GENERAL DESCRIPTION: The ECE Teacher will plan and implement learning experiences that advance the intellectual, social emotional and physical development of children, including improving the readiness of children for school. The ECE teacher will establish and maintain a safe, healthy learning environment and encourage the involvement of families of children in the 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 an approved related field
- Supervised classroom experience with preschool children preferred
- 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 pass criminal background check and be free from communicable diseases.

ESSENTIAL FUNCTIONS:

- To plan, implement and evaluate the learning experiences to support individual progress and appropriate child outcomes.
- To participate in activities related to the IEP process including the implementation of the IEP goals.
- 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 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 utilize the intervention assistance team process to address the needs of individual children.
- To participate in staff training and meetings.
- 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, and state and federal preschool program standards.

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; lift moderate amounts of weight including the ability to lift and position students in relation to specific adaptive equipment; 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 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: 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: 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.