

EARLY CHILDHOOD EDUCATOR

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Early Childhood Educator	Full-Time 5 days/week (M-F) 8:00 a.m. to 4:00 p.m.	Until Filled	8/6/2019	Liberty Village Preschool at Ada Exempted Village Schools	Must hold, or have the ability to obtain, a valid ODE Early Childhood Teaching License P-3. The candidate will work with children ages 3-5 in an integrated preschool classroom and must be able to pass a physical exam and complete required trainings per ODE.

If you have questions regarding the position and/or building assignment, please contact Lori Berger, Director of Early Childhood Education at:

lberger@mresc.org

HOW TO APPLY

- **Step #1** – Download an employment application from our website by clicking the application link below:

[MRESC Application](#)

- **Step #2** – Submit your completed application to:
Midwest Regional ESC
Attn: Jana Barhorst
129 East Court St.
Sidney, Ohio 45365

Or you may email the completed application to:

jbarhorst@mresc.org

Title: **Early Childhood Educator (Preschool Teacher)**

Reports to: Building or Program Administrator, Special Education Administrator, or Director as assigned by the Superintendent.

Job Objectives: Provides developmentally appropriate differentiated instruction of children, and encourages parent involvement. Work with colleagues to ensure the provision of all services mandated by state and Federal law.

Minimum Qualifications:

- Valid State of Ohio Early Childhood Educator licensure appropriate for the teaching assignment.
- Meet all health requirements mandated by law
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Current Ohio Driver's License

Responsibilities and Essential Functions:

The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Construct developmental plans for each child, as outlined in the Ohio Early Childhood Curriculum Guidelines (a cooperative effort between teacher and parent).
- Conduct home visits on a regular basis, documenting visitations, and relating the visitations to the child's developmental plan.
- Provide opportunities for parent involvement and parent education.
- Maintain child attendance records.
- Maintain student's cumulative folder, and other necessary child records.
- Maintain a portfolio folder system containing samples of work reflecting developmental growth.
- Follow rules for Preschool/Early Childhood programs.
- Maintain an inventory of all classroom equipment.
- Attend and complete planned In-service, Faculty, and Continuing Education meetings or trainings as required.
- Assist with screening new students.
- Follow District's policies for day-to-day operation of unit.
- Follow school calendar where unit is housed.
- Implement suggestions from Supervisor
- Utilize own transportation for movement in instructional materials, and Preschool program activities.
- Shall devote himself/herself to school duties during school hours.
- Shall be responsible for making his/her classroom attractive and maintaining an appropriate environment for learning.
- Shall keep an outline of class procedure by preparing daily lesson plans. These lesson plans must show implementation of the adopted course of study for subject area assigned.
- Shall make all reports and keep all records as directed.
- Shall not leave his/her classes unattended except in cases of emergency or for other valid reasons. When it becomes necessary to leave the class unattended arrangements shall be made to insure proper supervision for students in the class.
- Shall report all student and staff accidents immediately to the building administrator and provide a written report of the accident to the supervisor within 24 hours.
- Coordinate with the intervention specialist to monitor all students' progress in the classroom using curricular assessment.
- Assist Director of Early Childhood Program in scheduling, completing paperwork, and mailing reminder to the families of new preschool referrals.

- Assist in the planning and shopping for the monthly snack menu.
- Keep record and receipts of tuition money collected.
- Help students develop problem-solving skills.
- Provide information that helps students change attitudes and behaviors (e.g., a positive outlook, consistent attendance, punctuality, active participation, accountability, dependability, cooperation, etc.).
- Submit all required reports on time.
- Support the efforts of related services staff (e.g., speech/language pathologists, school psychologists, etc.).
- Attempt to develop rapport and maintain the confidence of students, parents, and staff. Respect the personal confidences and privacy needs of individuals.
- Ensure the confidentiality of privileged information.
- Make reasonable provisions to be available to parents and students for educational purposes beyond the instructional day when requested.
- Develop and implement effective classroom management procedures.
- Report evidence of suspected child abuse to an appropriate authority and notify the building principal and Director of Early Childhood Education.
- Share equally in the responsibility for authorized committee work and school activities.
- Suggest instructional materials, equipment, or teaching techniques that will enhance the educational process.
- Seek and use resources that enhance educational activities (e.g., parent groups, volunteers, government programs, colleges/universities, community/service organizations, professional associations, businesses, etc.).
- Encourage parent organizations and support student activities as time permits.
- Prepare the classroom at the beginning of the year. Retrieve books and supplies.
- Store supplies and equipment at the end of the school year.
- Review literature and participate in a variety of activities to keep current with promising research and effective instructional strategies.
- Participate in staff meetings and in-service training.
- Participate in professional growth activities to maintain licensure requirements.
- Participate in after-school programs (e.g., open house, parent conferences, etc.).
- Serve as a role model for students, parents, and community members.
- Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Purchasing using Board approved procedures & preparation of essential snacks and materials
- Perform other specific job-related duties as directed.

**Abilities
Required:**

- Patience, working with other adults, organization skills, communication skills, flexibility, and ability to operate office audio-visual classroom equipment in appropriate manner.
- Demonstrating professionalism and exemplary personal conduct.
- Demonstrating subject matter competence and teaching proficiency.
- Displaying enthusiasm for education and the teaching profession.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the school district.
- Communicating an understanding of academic and behavioral objectives to parents and students.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals. Managing discipline by averting problem situations and resolving or diffusing conflicts.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and/or moving classroom supplies and equipment.
- Being punctual and maintaining a consistent attendance record.

- Lifting, moving, and/or positioning children. Helping students using mobility devices (e.g., wheelchairs, walkers, crutches, etc.) and adaptive equipment.
- Performing activities that require stooping, kneeling, and/or crouching.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

Supervisory Responsibility: Under the direction of the supervisor: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned aides, student teachers, and volunteers.

Working Conditions: Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Potential for interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Exposure to student commotion.
- Duties may require operating and/or riding in a vehicle.
- Duties may require considerable telephone contact and paperwork.
- Duties may require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the governing board. The Midwest Regional Educational Service Center is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability.

The governing board requires that employees comply with the statutory responsibilities cited in the Ohio Revised Code, the rules and regulations of the Ohio Department of Education and all local and Federal mandates. This job description does not imply that these are the only duties and responsibilities to be performed. This job description is subject to change in response to funding.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.