

**Henderson Knox Mercer Warren
Regional Office of Education
JOB DESCRIPTION**

Position Title: Early Childhood Preschool Teacher/Preschool Family Educator
Location: Regional Office of Education #33 Henderson/Knox/Mercer/Warren Counties
Department: Early Childhood
Reports to: Director of Early Childhood/Assistant Director of Early Childhood
FLSA Class: Exempt
Revised Date: 6/29/23

SUMMARY

This position is responsible for teaching, under the direction of the Child Care Director or Principal and Director of Early Childhood Preschool, students in the Preschool for All or Preschool for All Expansion classroom, as well as work collaboratively with families, education staff, and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs along with setting and achieving ambitious family goals.

DUTIES & RESPONSIBILITIES

Early Childhood Preschool

1. Coordinate, develop and adhere to the daily schedule of the Early Childhood Classroom.
2. Teach children 3-5 years of age in a developmentally appropriate way, using Creative Curriculum and the Illinois Early Learning & Development Standards and commit to learning, understanding and implementing the ISBE Preschool For All and Preschool for All Expansion Implementation Manual, Early Childhood Environmental Rating Scale-3 and ISBE Compliance Checklist as related to all Teacher/Family Educator duties.
3. Assess and evaluate students using the Work Sampling Illinois and/or Teaching Strategies Gold and follow the timeline for collecting work samples, creating summary reports and sharing them with parents/guardians.
4. Conduct parent/teacher conferences twice a year.
5. Set goals for children based on assessments and develop plans to work toward meeting goals.
6. Prepare and maintain required documentation such as student information, lesson plans, snack calendar, compliance evidence and compliance class lists.
7. Follow the timeline for collecting student information and providing SIS forms for data entry.
8. Participate in ongoing screenings, support program efforts to identify and recruit the most at-risk children in the community and follow the eligibility process for enrollment.
9. Model developmentally appropriate activities and positive behavior management techniques.
10. Provide avenues of ongoing two-way communication with all parents/guardians.
11. Responsible for safe operation of program equipment and for reporting unsafe conditions of playground space & building environment.
12. Plan and teach as a team with all classroom personnel.
13. Attend professional development as related to the yearly professional development plan goals and Continuous Quality Improvement Plan.
14. Responsible for creating and updating yearly Continuous Quality Improvement Plans.
15. Collaborate with administrators, teachers, paraprofessionals, and fellow staff to engage parents/caregivers in the classroom and school, including meaningful volunteer opportunities.
16. Ensure that the program maintains a welcoming environment for parents/caregivers and the community.

17. Lead development and implementation of family education opportunities while utilizing internal resources and community partners.
18. Solicit and value parent/caregiver input on family education offerings.
19. Implement and support activities to ensure a strong connection between home and school, including take-home learning activities.
20. Engage parents/caregivers in preschool advisory council and other leadership opportunities.
21. Educate parents/caregivers about the importance of early learning programs.
22. Contact parents/caregivers of absent students to determine reasons for absence and provide support to improve student's attendance as well as educate families about the importance of regular attendance.
23. Monitor health and dental records to ensure that children receive regular screenings and follow-up for any treatment needs.
24. Assist parents/caregivers in establishing a medical home and dental home for their children to ensure access to consistent health care.
25. Coordinate parent/caregiver educational workshops to educate in the areas of child health, mental health and development.
26. Help with parental consent in the collaboration with the mental health consultant for social emotional screenings of children.
27. Possess strong knowledge and understanding of community resources available to families.
28. Assess family needs and identify family goals to develop a plan towards meeting their goals.
29. Refer families to resources to support their plan, document referrals and progress towards goals along with following up with families regarding referrals on a regular basis.
30. Follow through with data collection such as but not limited to class enrollment, improvement processes, professional development plans, family education offerings, and records retention and disposal.

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31. Maintain updated Google Calendar.
32. Complete all required employee documents in an accurate & timely manner per ROE, State, and other grant requirements.
33. Practice high ethical standards and maintain confidentiality.
34. Engage in Professional Development per ROE/position requirements.
35. Follow and enforce all State, Federal, and ROE guidelines and policies in a professional manner.
36. Maintain turnover files (ROE#33 Purple Binder).
37. Attend all ROE and program meetings as required by supervisor.
38. Join and participate in a ROE Committee, including attendance and engagement at meetings.
39. Shows up, is prepared, and follows through on commitments with thorough, timely, and consistent work (Dependability).
40. Willingness to change and/or compromise when needed (Flexibility).
41. Follows the attendance policy in the ROE handbook (Attendance).
42. Arrives prepared and ready to work at the scheduled time for meetings, events and work (Punctuality).
43. Takes initiative in problem solving by implementing and suggesting solutions to problems independently (Problem Solving).
44. Positively contribute both internally and externally to the culture and climate of the ROE (Attitude).

45. Take initiative to work independently on a consistent basis to meet expectations of the job by staying on task and completing job duties without constant supervision (Works without Supervision).
46. Maintain positive relationships both internally and externally that improve the ROE's culture and climate (Interpersonal Relations).
47. Work is completed thoroughly, timely, and consistently (Quality of Work).
48. Ensure consistent and clear communication with supervisor, colleagues, students/families, and stakeholders (Communication Skills).
49. Follow ROE Dress Code consistently (Appearance & Grooming).
50. Perform other duties as assigned by Regional Superintendent of Schools or Assistant Regional Superintendent of Schools.

QUALIFICATIONS, KNOWLEDGE, & CRITICAL SKILLS

1. Must hold Professional Educator License with an Early Childhood Teaching Endorsement.
2. Competence in utilizing Microsoft Office, Google Suite, and Virtual Meeting Platforms.
3. Ability to lift and carry up to 20 lbs.
4. Ability to push/pull up to 10 lbs.
5. Must have excellent oral and written communication skills and an acceptable/courteous manner.
6. Understanding and awareness of multicultural needs.
7. Ability to maintain a positive and collaborative relationship/attitude across all ROE programs.

SCHEDULING

The work hours for this position are Monday through Friday 8:00 a.m. to 4:30 p.m. based on the ROE Calendar, 7.5 hours per day and 37.5 hours per week. The schedule is subject to change with ROE demands.