

The Regional Office of Education #33 Early Childhood Prenatal to Age 3 program has an open position in Warren County. This candidate will maintain a full caseload while providing weekly home visits to families with children prenatal to age 3 while following a research-based curriculum that includes information and implementation of parent-child activities, setting family-child goals, family well-being, and child development. Duties will also include conducting developmental/vision/hearing screenings, inputting visit plans and records into a data management system, attending appropriate professional development, and attending regular family recruitment events and opportunities. All ROE staff maintain good communication and relationships with outside agencies and lead a positive public relations campaign promoting the Regional Office of Education Early Childhood and Literacy programs and events.

Job Type: Full-time

#### QUALIFICATIONS

Background or Education in Early Childhood Development, Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc., Be able to carry, lift push and pull 20 lbs., Ability to communicate to students, parents, and staff in an acceptable/courteous manner. Must have excellent oral and written communication skills to work with teachers, education support personnel, building administrators and the public. Enforce ROE regulations and policies in a professional manner. Ability to maintain good working relationships with fellow employees and pupils.

Please submit resume and cover letter to Tara Case @ [tcase@roe33.net](mailto:tcase@roe33.net)

Pay: \$14.00- \$17.00