

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: Teacher – Pre-K Counts

QUALIFICATIONS:

- A. Bachelor's Degree in Early Childhood Education or a related field and valid Pennsylvania Early Childhood Certification required.
- B. Ability to supervise children and staff and to make logical decisions that are in the best interest of parents, children and program.
- C. Ability to relate well to parents and the community.
- D. Ability to plan and implement a curriculum that meets the needs of the children in the classroom.
- E. Ability and willingness to report to work in inclement weather.
- F. Ability to perform the following physical activities: stoop, run, sit, stand, walk, bend, lift children, carry thirty (30) pounds, be outside in all seasons, prepare food, hear within normal ranges, and see within normal ranges.
- G. Ability to communicate verbally and in writing.
- H. Ability to work evenings for meetings, parent conferences, etc.
- I. Ability to work as a team member in an inclusionary classroom setting.
- J. Ability to maintain accurate records, as per DHS, OCDEL, and BCIU requirements.
- K. Original certificates of clearances from the State Police, the Child Abuse Registry, and PDE FBI.
- L. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Supervisor, Early Childhood Programs

SUPERVISES:

Paraeducator(s)

POSITION GOAL:

Plan for and implement the Pre-K Counts curriculum and to carry out the Pre-K Counts grant requirements in an environment which responds to the needs of all the children in the classroom.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this certificated position include, but are not limited to, the following fundamental duties:

- A. Provide a safe and secure classroom environment that meets the needs of all children enrolled in the center.
- B. Plan and implement early childhood curriculum, students' Individualized Education Plans (IEPs), and conduct assessments that are appropriate to the developmental age levels, aligned with the Pennsylvania Early Learning Standards, and specific needs of the children in the center.

- C. Organize the center environment to make the best use of the space and the materials available to provide maximum benefit to the children and maintain safety standards, using the appropriate Environmental Rating Scale as a guide.
- D. Establish rules appropriate to the child's developmental level using positive behavior support strategies, and exercise authority to handle classroom emergencies.
- E. Complete and maintain applicable paperwork requirements, including but not limited to pre-placement and enrollment forms, attendance, food order, student records, professional development forms, etc., within specific timeline.
- F. Maintain information pertaining to the BCIU Pre-K Counts Program, the children, and their families in a confidential manner.
- G. Inventory, maintain, and request materials and equipment.
- H. Attend required professional development opportunities for professional growth and to remain current in the field of early childhood, and maintain records of such attendance.
- I. Facilitate communication between staff, administration, and families.
- J. Supervise center paraeducators and complete at least annually staff evaluations.
- K. Demonstrate an attitude of cooperation and respect as a member of the teaching team.
- L. Adhere to and implement BCIU policies, procedures, and directives. This includes all applicable guidelines from blended programs, such as OCDEL, Department of Human Services (DHS), BCIU Child Care, Early Intervention, Head Start, and Keystone STARS.
- M. Perform other job-related duties as assigned.

TERMS OF EMPLOYMENT:

Exempt, Full Time. As per the Collective Bargaining Agreement between The Board of Directors of the Berks County Intermediate Unit and the Pennsylvania Social Services Union Local 668.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name

Employee Signature	Date:

Revised: January 11, 2018

CC: Employee File