

Educational Service Center of Eastern Ohio  
***Employee Position Description & Responsibilities***

<b>Position Title:</b>	<b>Preschool Intervention Specialist</b>
<b>Category:</b>	Certified; Bargaining Unit eligible; FLSA exempt.
<b>Contract:</b>	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
<b>Compensation:</b>	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
<b>Education/Degree:</b>	Bachelor's degree in Education
<b>Reports to:</b>	Supervisor as assigned
<b>Supervises:</b>	Classroom Assistants
<b>Job Goal:</b>	The incumbent of this position is responsible for the classroom environment and all educational activities within the classroom according to the Ohio Early Learning Content Standards, communicating effectively with parents, following rules and regulations, and supervising classroom assistants. Routine tasks are performed independently referring new or unusual situations to the supervisor for input and resolutions. Performance is evaluated in terms of the quality of instruction, efficiency, effectiveness, and adherence to applicable rules, regulations, and guidelines.
<b>Qualifications:</b>	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none"><li>• Appropriate Ohio Educational License or eligibility.</li><li>• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.</li><li>• Exceptional organizational and communications skills.</li><li>• Abilities to promote positive internal and external customer relations.</li><li>• Alternatives to the above as approved by the Governing Board.</li></ul>

**PERFORMANCE RESPONSIBILITIES:**

1. Develop weekly lesson plans that include developmentally appropriate activities and are aligned to the Ohio Early Learning and Development Standards, Early Learning Assessment and incorporate individual student goals based on assessment and submit to supervisor before implementation.
2. Post all mandatory documents required by ODE preschool rules.
3. Develop and maintain a classroom learning environment that meets the needs of the students, aligns to the preschool rules for Step Up to Quality, Licensing, and the expectations of ESC of Eastern Ohio.
4. Maintain the Classroom inventories.
5. Supervises program assistants, parent volunteers, and student teachers.
6. Conduct Parent Orientation.
7. Communicate to parents and others the philosophy of the curriculum, daily routine, and discipline policy
8. Develop and maintain communication with parents via an online system, telephone, written communication, class times, home visits, conferences, and quarterly progress reports.

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9. Encourage parents to volunteer in the classroom, and to attend and be supportive of all parent activities (i.e., committees, meetings, and training).
10. Work cooperatively with all agencies and building personnel and serve as a liaison between home, center, and community.
11. Maintain classroom staff file, including but not limited to the following: First Aid Training, Communicable Disease Training, CPR Training, Child Abuse Training, High School Diploma, and College Transcripts, medical form, and background checks.
12. Maintain and submit all weekly, monthly, and yearly records, as required, including but not limited to the following: Attendance, Incident Reports, Home Visits Reports, student assessments, and Progress Reports.
13. Assist in screening and multi-factor evaluation process of referred preschool children (3-5 yrs.) with a disability, including the assessment of parent/child interaction via observation and interview.
14. Assist the IEP team in designing an individualized education program for each identified child that provides for the child's developmental needs across the cognitive, language, pre-academic, fine/gross motor, adaptive, and social/emotional domains as indicated in the formal assessment process.
15. Participates in annual reviews for identified preschool children with disabilities.
16. Assists with training and supervision of classroom assistants.
17. Maintains confidentiality of information and student records.
18. Attends in-services, professional meetings, workshops, and staff meetings deemed necessary by the administration to assure the appropriate delivery of services delineated in the IEP
19. Communicates with local school personnel regarding the needs of both typical children and children with a disability transitioning to Kindergarten.
20. Any other duties assigned by the Superintendent.

**REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:**

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality.

**OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:**

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.

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**WORKING CONDITIONS:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).*

*The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.*

**I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.**

Signed, \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_