



Preschool Technician

STARTING DATE: 2017-2018 School Year
LOCATION: Penta Campus
REPORTS TO: Human Services Supervisor
WORK DAY/YEAR: 7:30 a.m. – 4:00 p.m. / 185 days, as per Board-adopted calendar
SALARY RANGE: Appropriate step on Preschool Technician salary schedule
Commensurate with experience and education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Highly motivated self-starter
- Ability to work as a team member in a multifaceted program
- Excellent human relations skills
- Proficiency with technology
- Excellent planning, organizational, communication, and problem-solving skills
- Associate Degree in Early Childhood Education or Child Development Associate (CDA) credential
- Minimum 3 years experience in preschool with infant care preferred
- Proof of current required certifications (e.g., First Aid, CPR, Communicable Disease)
- Valid/Appropriate Ohio Preschool license/certificate or ability to obtain
- Proof of meeting all mandated health requirements (e.g., negative tuberculosis test, etc.)
- Documented evidence of a clear criminal record
- Knowledge of Pre-School licensing laws is a requirement

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout employment in the district
- Role model appropriate preschool teaching skills for high school students
- Work cooperatively and effectively with staff, students and parents
- Work cooperatively with the ECE team in planning and implementing curriculum/lessons for the preschool and infant programs, helping to maintain records/files, and in meeting all licensing requirements
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Work cooperatively with the ECE team in the operation, organization and sanitation of the preschool and the classroom environment
- Assume any other responsibilities as assigned by the Supervisor, Director, Superintendent, Board of Education, or their designee(s)

APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551