

Preschool Promise, Inc. JOB DESCRIPTION

TITLE: Pre-K Certified CLASS Observer

EFFECTIVE DATE: July 2023

FLSA CLASSIFICATION:

LOCATION: Dayton, Ohio

REPORTS TO: Professional Development Manager

GRADE LEVEL:

POSITION TYPE: Contract

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for Kindergarten.

PRESCHOOL PROMISE MISSION

We partner with families, providers and community leaders so that all children have high quality early childhood experiences.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.

SUMMARY/OBJECTIVE OF POSITION

This position is responsible for conducting CLASS observations using the Classroom Assessment Scoring System (CLASS) tool according to Teachstone's guidelines. This position provides valuable insight to the Senior Director of Education Strategy on improving quality as we strive to prepare children for Kindergarten.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1) Conduct program assessments using the Classroom Assessment Scoring System (CLASS)

- a) Ability to maintain CLASS reliability certification.
- b) Complete comparative observation quality check (double code) with another certified observer throughout the school year.
- c) Complete all scheduled observations as assigned.
- d) Ability to complete at least 2 CLASS observations daily
- e) Follow observation protocol as written in order to ensure that observations are completed by the projected deadline.

2) Demonstrate the ability to utilize all technology and technology protocols associated with conducting CLASS observations.

- a) Score CLASS observations using Teachstone’s account.
- b) Write reports in Teachstone’s account using past tense format.
- c) Submit reports within a 24-48 hour timeframe through Teachstone’s account.

COMPETENCIES REQUIRED

- Knowledge of best practices in Preschool classrooms including knowledge in social/emotional foundations, curriculum, fostering inquiry, etc.
- High level of competence with Microsoft Word
- Some experience in other Microsoft Office programs (e.g., Excel, PowerPoint)
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Ability to manage time effectively
- Ability to intervene to avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation
- Ability to implement and manage multiple projects at one time

WORKING CONDITIONS

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

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Standard Monday-Friday work days
- Flexible work schedule to account for weekend and evening work commitments

TRAVEL REQUIRED

- Personal transportation for this position is required for this position

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC. Preschool Promise, Inc. funds this position through a legal agreement with the Montgomery County ESC to lease employees to accomplish the Preschool Promise vision and mission. Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County through tax revenues.

TO APPLY

Please email a cover letter and resume to Latoria.Marcellus@preschoolpromise.org