

College of Southern Idaho Head Start/Early Head Start
JOB DESCRIPTION

JOB TITLE: Early Head Start Family Educator II (Home Based)
SALARY LEVEL: F

LAST UPDATE: 2013
REPORTS TO: Center Supervisor

MISSION STATEMENT: The Early Head Start Family Educator II has the responsibility to collaborate with the Center Supervisor to ensure that direct cross component services as defined in Head Start/ Early Head Start Performance Standards are provided to pregnant woman, infants, toddlers and families assigned to their caseload. They have the tasks of overall record keeping, socialization experience and design, as outlined in NAEYC guidelines and in the Infant/Toddler High/Scope Curriculum. The Early Head Start Family Educator II has responsibility to facilitate the involvement of parents in their infant/toddler's education and also their involvement in personal goal setting consistent with the family's culture.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Conduct weekly 90-minute home visits to assigned pregnant women, infants, toddlers and their families.
3. Carry out Infant/Toddler High/Scope curriculum for child development in the context of the home and during group socialization experiences.
4. Facilitate group socialization experiences and other family group activities.
5. Provide education, social service, parent involvement, and health and nutrition services to assigned families as per the CSI Head Start/Early Head Start work plans with technical assistance from Early Head Start Coordinator.
6. Facilitate parental involvement in curriculum planning, program governance, and the overall Early Head Start program.
7. Observe and document the developmental level of each infant/toddler. Individualize using appropriate tools and information from parents, staff and professionals to create an individualized plan for each enrolled infant/toddler.
8. Participate in Individual Family Services Plan (IFSP) meetings for assigned infant/toddler with special needs taking the role of resource person and parent advocate. Collaborate with other staff and Disabilities Coordinator to ensure that all team members have the information necessary for effective participation in IFSP meetings.
9. Arrange home visit schedule to meet family's needs. Collaborate with parents to develop home visit plans that meet the individual goals of the parent(s) and the infant/toddler.
10. Complete the required curriculum on home visits as per work plans.
11. Serve as a resource person for families to facilitate access to social services within their communities.
12. Collaborate with center staff to recruit, train and support parent and community volunteers.
13. Complete Family Partnership Agreement and make appropriate referrals to assist parents in the development and implementation of their identified goals.
14. Share current information with parents related to infant/toddler progress and potential challenges.
15. Assist the Center Supervisor with recruitment activities as assigned.
16. Inform parents of Head Start/ Early Head Start's Child Abuse Policy and report suspected abuse as per Health & Nutrition Work Plan.
17. Collaborate with Early Head Start Coordinator to ensure completion of all health services, provide community health resource information and make necessary referrals.
18. Plan and carry out individualized health and nutrition education.
19. Help with the Health and Safety Fair, arrange health appointments and provide transportation if necessary.
20. Complete documentation of home visits, socialization experiences, and other relevant activities.
21. Maintain confidentiality of family records and information.
22. Participate in an individual continuing education plan including CPR and First Aid.

ADDITIONAL:

- Be an advocate for Head Start/Early Head Start children and families within the community.
- Perform other duties as assigned

QUALIFICATIONS ESSENTIAL:

- Infant/Toddler Child Development Associates Credential (CDA), pertinent documentation required prior to signing an employment agreement.
- One year experience working with infants/toddlers
- One year experience working with families
- Ability to communicate verbally
- Ability to communicate in writing
- Current drivers license
- Complete criminal record check from Department of Health & Welfare’s Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Associate degree in Early Childhood Education or closely related field
- College credits in the field of Health, Social Sciences or Education including Early Childhood, Adult or Special Education.
- Fluency in Sign Language, Spanish or other language
- Ability to lift 50 pounds with reasonable accommodation.
- Training specific to the Infant/Toddler High/Scope Curriculum.

I, _____ have read this job description and understand its contents.
(Print your name here)

Employee Signature

Date

Witness Signature

Date

Drug Free Work Place