

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

JOB TITLE: Family Educator 1/Home Visitor
SALARY LEVEL: C/D

LAST UPDATE: 2013
REPORTS TO: Family Educator III

MISSION STATEMENT: The Family Educator 1/Home Visitor has responsibility to collaborate with the Family Educators III to provide cross component services to assigned families as defined in Head Start Performance Standards, NAEYC guidelines and the High/Scope Curriculum.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Collaborate with center staff to ensure the classroom and center are an inviting and nurturing environment reflective of the local community and the cultures of participating families to enhance the self concept of children, families, volunteers and staff.
3. Under direct supervision of the Family Educator III, provide education, social service, parent involvement, health, and nutrition services to assigned families as per the CSI Head Start/Early Head Start work plans with technical assistance from services Specialists.
4. With assistance from the Family Educator III, observe and document the developmental level of each child. Use appropriate tools and information from parents, staff and professionals to create an individualized plan for each enrolled child.
5. Assist the Family Educator III in setting up a classroom schedule appropriate for the High/Scope curriculum. Include representation of each individual's culture as well as the local culture shared by all. Plan, implement and evaluate child activities, daily classroom activities, with staff and Foster Grandparents.
6. Collaborate with center staff to recruit, train and encourage parent and community volunteers.
7. Follow procedures to supervise and document health checks, dental brushing and use of fluoride in the classroom.
8. Plan and carry out individualized health and nutrition education in the classroom.
9. Make Center Supervisor aware of training needs of parents, volunteers and self.
10. Attend staffing, in-service and staff meetings.
11. Collaborate with Health Coordinator to ensure completion of all health services, provide community health resource information and make necessary referrals.
12. Participate in Individualized Education Plan (IEP) meetings for assigned children with special needs, taking the role as 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 IEP meetings.
13. 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 child.
14. Complete the required curriculum as per work plans.
15. Serve as a resource person for families to facilitate access to social services within their communities.
16. Complete Family Partnership Agreement and make appropriate referrals to assist parents in the development and implementation of their identified goals.
17. Share current information with parents related to child progress and potential challenges.
18. Recruit parent and community volunteers and collect and document in-kind.
19. Assist the Center Supervisor and Family Educator III with recruitment activities as assigned.
20. Inform parents of Head Start/Early Head Start Child Abuse Policy and report suspected abuse as per Health & Nutrition Work Plan.
21. Help with the Health & Safety Fair and arrange health appointments. Identify children and families with nutritional problems informing staff of children's allergies.
22. Plan and coordinate with the Food Service Manager to conduct classroom food experiences.
23. 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:

- High School Diploma or GED
- Equivalent of one year’s experience working with families and children
- Eighteen years of age or older
- Current drivers license
- Ability to see and hear
- Ability to communicate verbally
- Ability to communicate in writing
- Complete criminal record check from Department of Health & Welfare’s Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Training and/or experience in the field of Early Childhood Education, Special Education, Adult Education, Social Sciences or Health.
- Fluency in Sign Language, Spanish or other language
- Commercial Drivers License (CDL)

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

Employee’s Signature

Date

Witness Signature

Date

Drug Free Work Place