

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

JOB TITLE: Double Session Family Educator III  
SALARY LEVEL: FE3/LT

LAST UPDATE: 2013  
REPORTS TO: Center Supervisor

MISSION STATEMENT: Family Educators III have the overall responsibility to ensure the integration of children, family, community and organization services into the classroom and home visits of all participating families within their assigned unit. Family Educators III will monitor training and provide leadership for the Family Educators II and Classroom Assistant assigned to their unit in a manner that effectively communicates best practices and models comprehensive service provision to all participating Head Start families.

TYPICAL DUTIES AND RESPONSIBILITIES ESSENTIAL:

1. Treat participants, fellow staff and community members with positive regard.
2. Adhere to a prescriptive schedule that provides adequate preparation for each class.
3. Adhere to a prescriptive schedule that provides adequate time for evaluation each day.
4. Adhere to a schedule of adequate break time(s) during the course of the day.
5. Develop and design strategies to ensure the classroom and center are inviting and nurturing environments reflective of the local community.
  - Set up a classroom schedule appropriate for NAEYC guidelines and High/Scope curriculum. Include representation of each individual's culture as well as the local culture shared by all. Plan, implement, evaluate and modify child activities, daily classroom activities, involving staff, volunteers and Foster Grandparents.
6. Develop and design strategies to integrate multi-cultural/anti bias principles into all aspects of the Head Start classroom in order to assure meaningful participation by all children and their families.
  - Monitor to assure that anti-bias/multicultural principles are being followed.
  - Observe and document the developmental level of each child. Individualize using appropriate tools and information from parents, staff and professionals to create an individualized plan for each enrolled child.
  - Participate in Individualized Education Plan (IEP) meetings for assigned children with special needs taking the role of resource person and parent advocate. Collaborate with Disabilities Coordinator to see that the Family Educators II have the resources and information necessary for effective participation in IEP meetings for families assigned to them.
  - Monitor to assure that developmentally appropriate practices are being followed in the classroom.
  - Monitor and track classroom activities and atmosphere to ensure program compliance and track screening and evaluations.
  - Monitor and track child attendance in order to share information with the Center Supervisor and ERSEA/Family Services Officer. Absence of three days or more will be followed with a plan.
  - Monitor, track and update all Family Services (SS/PI) provided including Home Visits and referrals in assigned unit.
7. Develop and design supervision strategies inclusive of the Family Educators II and Classroom Assistants, utilizing negotiation and encouragement amongst the whole team unit to reach common goals.
  - Supervise assigned classroom staff and volunteers. Provide for appropriate training and on going evaluation to build on strengths and to pinpoint individual as well as program training needs.
  - Utilize the data gathered from screening and observations to develop a comprehensive profile of learning styles and development in order to individualize for each Head Start Child.
  - Plan and carry out individualized health and nutrition education in the classroom and home.
  - Complete the required Personal Safety, Nutrition and Dental curriculum as per work plans.
  - Collaborate with center staff to recruit, train and encourage parent and community volunteers.
  - Inform parents of child's progress and potential problems.
  - Inform parents of Head Start/Early Head Start Child Abuse Policy and report suspected abuse as per Social Service Work Plan.
  - Plan and coordinate with the food service staff to conduct classroom food experiences.
  - Assist in planning and follow through of Health and Safety Fair.
8. Communicate pertinent child and family information in a reciprocal manner with staff in order to inform and educate.
  - Facilitate family staffing with the unit team and Center Supervisor at scheduled times and provide technical assistance to assure delivery of services.
  - Attend Health, Education and Family Services Advisory meetings.
  - Plan and assist in program wide training as assigned.

9. Develop strategies to collaborate with the Center Supervisor in order to share information and ensure comprehensive service delivery to families.
10. Share discipline specific information with the program Specialists in order for them to develop long-range planning and policy development.
  - Provide compiled tracking information to the Services Specialists.
  - Collaborate with Health & Nutrition Specialist to ensure completion of all health services, provide community health resource information and make necessary referrals.
  - Collaborate with Health & Nutrition Specialist to develop appropriate procedures for the supervision and documentation of health checks, dental brushing and use of fluoride in the classroom.
  - Assist with recruitment activities as assigned.
11. Participate in an individualized 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:

1. Baccalaureate degree in Early Childhood Education or closely related field
2. Evidence of a continuing commitment to personal growth
3. Thorough knowledge of:
  - Theory and practice in early childhood education
  - Theory and practice in family focused intervention strategies
  - Revised Head Start/Early Head Start performance standards
  - NAEYC accreditation requirements
  - High/Scope curriculum
4. Experience in:
  - Classroom experience with preschool children
  - Family focused intervention strategies
  - Supervising paraprofessional staff and/or volunteers providing health information and referral
5. Excellent communication skills
6. Knowledge of management practices and supervision experience possibly from a variety of sources
7. Enthusiasm for the program
8. An awareness that individuals can choose to effect change
9. Ability to transfer information effectively to Family Educators II and Classroom Assistants
10. Complete criminal record check from Department of Health & Welfare's Criminal History Unit prior to consideration for hire

ADDITIONAL:

- Advanced degree in Early Childhood Education or closely related field
- Social Services Competency Basic Training Certification
- Demonstrated active role in public organizational development
- Child Development Associate credential (CDA)
- Class B Commercial Driver's License with Passenger (P) and School Bus (S) endorsements
- Fluency in Sign Language, Spanish, or other language
- Current or former Head Start/Early Head Start parent

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date