

**Job Summary:**

To plan, instruct and supervise children in the home setting according to the Head Start Performance Standards. To provide experiences designed to promote social, emotional, motor skills, problem solving skills, intellectual and language growth needed for successful transition into kindergarten and to help parents enhance their parenting skills. Received general supervision from the Home Based Program Supervisor.

**Essential Functions:**

- Maintain a caseload of 12 preschool (HS) and one infant or toddler (EHS) at all times. If designated EHS home educator, caseload shall be eight (8) infants or toddlers;
- Provide one home visit per week per family (a minimum of 32 home visits per year) lasting 90 minutes for preschool, and two hours for families with a preschool, and an infant or toddler;
- Provide, at a minimum, two group socialization activities per month for each child (a minimum of 16 group socialization activities per year) lasting two hours each;
- Make up any planned home visits or scheduled group socialization activities when necessary to meet the minimums stated above;
- During the home visits, and socialization groups, provide information in the areas of Education, Social Services, Parent Involvement, Health and Safety, Nutrition, Child Development, Family Wellness and Transition;
- Assist all parents in completing health requirements such as physical examination, immunizations, dental, hearing and vision screening;
- Completes assessment tool (DRDP-R), and screening tools (Brigance and Ages & Stages Questionnaire);
- Observe and make anecdotal notes for each child;
- Immediately report suspected child abuse to Child Welfare Services (CWS) and advise supervisor and health staff;
- Model for parents how to help their children to learn routine activities such as habits of caring for own clothing and picking up and putting away toys and books; going to the bathroom, eating snack and lunch and taking a nap;
- Be proficient in language skills in order to demonstrate how to serve as model for language development;
- Develop, and demonstrate, a positive teacher-child-parent interaction to reinforce the parent figure as model figure for the child;
- Use skills and knowledge in adult education to help parents grow in parenting skills, problem solving, coping skills, knowledge of child development and advocacy skills for their children and themselves;
- Advocate for parents;
- Assist with recruitment in order to ensure full enrollment;
- Organize and neatly maintain confidential files;
- Perform related duties as required.
- Computer literacy desired.

**Knowledge and/or Abilities:**

- **Abilities to:**
  - Work without direct supervision;
  - Explain program philosophy and goals;
  - Use available resources (professional publications, books, periodicals) to broaden knowledge of ECE and teaching techniques);
  - Work cooperatively with all staff and parents;
  - Accept constructive criticism;
  - Manage time wisely;
  - Follow directions;

- Learn, understand and be sensitive toward working with families from different cultural backgrounds that may have different child rearing practices;
  - Learn and complete required paperwork;
  - Solve practical problems;
  - Interpret a variety of instructions provided in written, oral, diagram, or schedule format;
  - Maintain confidentiality of information;
  - Communicate clearly, concisely and professionally both orally and in writing.
  - Speak, read and write English necessary.
  - Speak, read and write Spanish either necessary or preferred depending upon needs of the program.
- **Knowledge of:**
    - Child development;
    - Community resources;
    - Chain of command;
    - Program policies and procedures;
    - Four (4) step home visit plan;
    - Bilingual/bicultural curriculum;
    - Process of referring children with special needs.

**Working Conditions: Environment/Physical Abilities:** Other people's homes; Traveling throughout Tulare County; Occasional travel and/or training outside Tulare County; The noise level can be from extremely quiet to high; Sitting on small chairs and standing for extended periods of time; Sitting on floor; Kneeling and crawling; Bending, stooping, crouching; Talking and hearing; Regularly pick up 25 lbs or more – preschool children; Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Education and Experience:**

**Minimum qualifications:**

- Possess a recognized Child Development Teacher Permit or Child Development Associate (CDA) Credential,
- Possess an Associate or Baccalaureate degree in Child Development or a related field or is enrolled in a program leading to such a degree,
- Completed 12 college units in Child Development or Early Child Development.

**Additional Requirements:**

- Home Educator II requires 40-59 college units in Child Development or Early Child Development.
- Home Educator III requires 60 + college units in Child Development or Early Child Development.
- Home Educator IV requires an AA/AS degree plus 30 transferrable units post degree.
- Home Educator V requires a BA/BS degree.

**Certificates, Licenses, Clearances Testing and/or Bonding Required:**

- Valid California Driver's License and use of personal vehicle.
- Department of Justice and FBI Fingerprint Response.
- Proof of automobile liability insurance.

**FLSA Status:** Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.