



## **JOB DESCRIPTION**

### **HEAD START HOME-BASED TEACHER**

Under the supervision of the Head Start home-based supervisor, the Head Start home-based teacher shall be responsible to:

1. Provide comprehensive services to families as outlined in the Head Start Program Performance Standards.
2. Conduct weekly 90-minute home visits, developing and implementing lesson plans in partnership with parents.
3. Maintain caseload in accordance with Head Start Performance Standards.
4. Plan and organize individualized curriculum that is developmentally, culturally and linguistically appropriate. (parent driven)
5. Assess, document and maintain strength-based Family Partnership Plan while supporting parents in achieving their family goals.
6. Meet all program-required screening and ongoing assessment timelines with regard to health, education, disability and mental health.
7. Refer families to available community services and follow up referral to ensure needed services were obtained. Develop relationships with the community and community resources. Maintain and submit records and end of the month reports on scheduled due dates to supervisor.
8. Participate in program-wide recruitment and enrollment events as scheduled.
9. Assist parents in planning twice monthly group socialization experiences, and provide support implementing their plan. (Minimum of 3<sup>1</sup>/<sub>2</sub> hours duration.)
10. Plan and implement; child development principles, parenting skills, health education, nutrition, adult education, child/substance abuse prevention and other topics as defined by parent survey.
11. Develop and implement activities for literacy workshops and monthly parent meetings as described in parent involvement procedures. Distribute agenda and minutes of parent meetings on a monthly basis.
12. Conduct classroom health and safety inspections to ensure optimum supervision of children during group socializations or community field trips. This also includes conducting and recording fire and disaster preparedness drills as mandated by state and federal guidelines.
13. Attend required staff meetings and inservice training, workshops, federal review, and college coursework as requested. Maintain current State awarded teacher's permits when applicable.

## Head Start Home Based Teacher

14. Partner and provide support with Head Start center staff.

15. Work in partnership with program support specialists.

16. Other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Required Education and Experience:**

- Minimum of a state-awarded child development teacher permit or associate degree in child development, ECE, or \*related field with equivalent child development coursework.
- Minimum of two (2) years' paid successful experience in a preschool age instructional capacity.
- *\*A degree in a related field must include the following courses: child/human growth & development and child/family & communit, and programs/curriculum. Related fields are defined as: liberal arts, psychology, sociology, home economics, nutrition, special education, general education, human development or health education, and with coursework equivalent to a major in early childhood education.*

**Knowledge and Abilities:** Fluent bilingual English Spanish skills required. Must be able to maintain strict confidentiality. Sensitivity to multi-cultural beliefs and practices. Ability to relate to children and parents. Knowledge or familiarity with community resource agencies that assist Head Start clientele. Ability to work with high risk families; sensitivity to needs of low income families. Ability to work as a team member. Ability to be self-directed. Demonstrate flexibility and ability to plan, prioritize, organize, and implement home-based activities. Ability to provide leadership and guidance to parents. Ability to drive vehicle, work and/or travel throughout Ventura County to conduct home visits, recruitment, and other related duties.

**Physical Abilities:** Physical ability to bend, squat, sit on floor, climb stairs, stand extensively and continuously throughout employment for family visits, group socials, and/or ongoing outdoor recruitment. Safely drive company or personal vehicle as part of daily family visit activities. Ability to see at normal distance; hear normal conversations and sounds; and use hands and fingers to fill out required forms and use computer. May occasionally walk on slippery or uneven surfaces. Able to occasionally or frequently lift up to 25 pounds. Ability to carry, and/or pull rolling carts and/or case with supplies.

**License or Other Requirements:** Must have access to a dependable auto with appropriate insurance coverage and equipped with seat belts, and possess a valid state of California driver's license. Must hold or obtain Infant First Aid and CPR certificate and update as required. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Mandated Reporter.