



JOB DESCRIPTION

JOB TITLE **Family Educator**

LAST UPDATE: March 2018

REPORTS TO: Site Manager

CLASSIFICATION: Non exempt

POSITION SUMMARY:

A Family Educator is responsible for designing and teaching early, intensive and comprehensive child development and family support programs to enhance the physical, social, emotional, and intellectual development of participating children in Early Head Start home base program option. The Family Educator is also responsible for promoting positive parent-child interactions by teaching parents to fill the role of the primary nurturer for their children. This position is also responsible for providing services to pregnant women and families with children ages birth-to-3 years that support their role as parents. As well as assuring the implementation of the Family and Community Partnerships, Parent, coordination of Child Health and Development and ERSEA. Assure compliance to the Head Start Performance Standards, Head Start Act, Child Care licensing, state and local regulations as required.

ESSENTIAL DUTIES:

1. Responsible for education, case management and family advocacy to families in an assigned caseload.
2. Provides a developmentally and linguistically appropriate curriculum experiences to the ages of the children.
3. Creates weekly lesson plans and home-visiting planning records.
4. Works with parents to develop an individual plan for their child that includes goal setting based on individual needs.
5. Provides minimum 90 minutes in-home instruction on a weekly basis to parents and children (infants/toddlers) to enhance the parents' ability to fill the role of primary nurturer for their child.
6. Provides two group socialization activities per month for each child (minimum of 16 socializations per year) to develop parent group support, leadership and children interaction with peers.
7. Conducts the ASQ and ASQ-SE Questionnaire Screening within 45 days of child's first day in the classroom and utilizes the results of the assessment and screening to plan educational services to the children and shares results with other pertinent staff.
8. Based on the results of the ASE screenings, may refer children to Part C-Early Intervention Program with parental consent for further evaluation.
9. Conducts the assessments related to the Creative Curriculum and utilizes results to plan the individual instruction for each child.
10. Utilizes the Creative Curriculum as the foundation for the instruction of the children, as well as Partners for Healthy Babies.
11. Teach health, educational, nutritional, and child growth and development to parents via weekly home visits.
12. Ensures prenatal, well-child exams, immunizations, health screenings, and nutrition assessments are complete and necessary follow-ups occur.
13. Creates family partnership agreements and conduct developmental screenings and all other required assessments with families in a timely manner.
14. Assists and teach families to locate resources and schedule appointments with community resources that best meet their needs.
15. Teaches parents developmentally appropriate activities for the changing needs of infants and toddlers.
16. In partnership with parents, present activities for parent/child interactions which reflect both EHS mandated elements and parental and cultural influences, and which promote the social emotional, physical and cognitive development of Early Head Start children.
17. Integrates all Early Head Start components into socialization times.
18. Provides an atmosphere that promotes and reinforces parental engagement during socializations.
19. Works with ECE/Disabilities Specialist, other C4NC staff, and other appropriate agencies to implement Individual Family Service Plans (IFSP's).

20. Maintains accurate records including attendance, health information, assessments, IFSP documentation, screening instruments, anecdotal observations and other required forms.
21. Communicates regularly with other center staff and act as an advocate for Early Head Start families in the community.
22. Maintains and keeps current child files and records up to date in the Child Plus Software that includes all facets of child information.
23. Maintains confidentiality with respect to information and records concerning children, families and staff.
24. Recruits eligible families, complete applications and enrollment upon approval by the ERSEA Specialist and schedule initial visit with the family.
25. Initiates transition with families for all children turning 30 months of age.

OTHER DUTIES

1. Prepares and maintains accurate records, including child observation and portfolios, individualization, parent and volunteer participation, in-kind contributions, and others as directed to ensure proper spelling, accurate calculations, timely, and up-to-date records in accordance with EHS confidentiality policies and procedures
2. Schedules and/or attends case conferences, parent conferences, case reviews, IFSP meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed, including continuing education planning and participation in CPR and First Aid certification.
3. Prepares accurate and timely reports as assigned.
4. Manages time records on daily basis.
5. Attends all required trainings, conferences, meetings and
6. Other duties as assigned.

EDUCATION:

- High School Diploma with a minimum of a Child Development Associate credential in Home Visiting
- Or AA in Early Childhood Development, Human Service, Social Service, Education, Human/Family Life Studies or related field
- Preference in BA/BS or higher degree in Early Childhood Development, Human Service, Social Service, Education, Psychology, Human/Family/Social Services or related field

EXPERIENCE:

- Minimum 2 years experience preferred in home visiting and working with groups of parents, infants, and toddlers
- Training and experience in: Child development and early childhood education, Principles of prenatal health, child health, safety and nutrition, Adult learning principles, Family dynamics, Communicating with and motivating adults
- Knowledge of local community resources and the skills to link families with appropriate agencies and services
- Previous experience in programs serving children and families with disabilities and/or personal/ family disability experience strongly preferred

SKILLS:

- Must be familiar with basic principles of social work, community needs and available social service resources
- Must have a working knowledge of program criteria and regulations essential to the health and welfare of children
- Must have good presentation/training skills
- Must have good interpersonal, organizational, and communication (verbal and written) skills
- Must have a good working knowledge of computer applications such as Microsoft Office products, including Excel and Word
- Must be professional and courteous in all interactions as defined in Head Start's mission statement
- Must have the ability to work effectively with individuals of diverse education, socio-economic, and cultural backgrounds and other individuals with disabilities and/or special needs
- Must have the ability to analyze problems, identify alternative solutions, proposed consequences and appropriate actions, and implement recommendations in support of goals
- Must be able to work efficiently and effectively with minimal supervision
- Must be able to operate office equipment including a copy machine, fax, computer and all appropriate printers
- Bilingual in English and Spanish preferred

SPECIAL LICENSES OR OTHER REQUIREMENTS:

- Must possess or obtain within two (2) months of hire certifications for Pediatric First Aid and CPR
- Must have access to transportation for conducting home visits
- A valid Texas Driver's License preferred
- Must have insurance and a clear/clean driving record (if use personal vehicle)
- Must pass a physical examination and tuberculosis screening as scheduled on a continual basis
- Must complete and clear a criminal background check

For any employee who occupies or may occupy this position, this job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Additionally, this document does not create an employment contract, implied or otherwise.

I have read this job description and understand its contents.

Employee's Signature

Date

Center for New Communities Representative's Signature

Date