

Name: _____

JOB DESCRIPTION

FAMILY EDUCATOR

Revised 6/17

KEY FUNCTION:

Under the direction of the Home-based Coordinator, direct supervision may be assigned according to program needs, The Family Educator is responsible for providing Head Start services to children, primarily through home visits and group socializations. They provide services through intensive work with the child's parents, as they are the primary teachers of the child's growth and development. The Family Educator will integrate the Head Start components and carry out the objectives and philosophy of the program, while working closely with the staff, families, community and in following federal regulations and program objectives.

RESPONSIBILITIES INCLUDE:

MAJOR DUTIES/FUNCTIONS/RESPONSIBILITIES:

- Serve 10-12 families.
- Work with families and children primarily in their home on a scheduled weekly basis for at least 90 minutes minimum, at times that are convenient for the family.
- Home Visits will cover components of Head Start and goals of child and family. Coordinate with parents to individualize child school readiness goals and implement IFSP/IEP goals where applicable. Fully integrate children with disabilities into all Home-based activities.
- Plan with parents to provide two group socializations per month or as required by performance standards.
- Maintain confidentiality of family records and information.
- Make decisions based on child development best practices.
- Will be accompanied by the Home Based Specialist on home visits, as well as resource staff, when necessary.
- Participate in all appropriate training and meetings.
- Promote good public relations between Head Start, community agencies, school districts, and within the general public.
- Maintain records as required by program Performance Standards. Able to meet all paperwork deadlines.
- Able to meet or exceed federal regulations and Performance Standards, including proper written documentation.
- Plan and implement developmentally appropriate group socializations, coordinating with other program options and family development meetings as determined. Preparation for groups includes lesson plan development and evaluation, gathering supplies and toys, coordinating with school cafeterias for meals or snacks, and/or food shopping, preparation and cleanup.
- Assist in recruitment and enrollment in cooperation with other staff throughout the year.
- Help identify children with disabilities, refer them as appropriate and help fully integrate them into home based services.
- Assist Family Advocates, as needed.
- Serve enrolled pregnant women, as applicable
- Other duties as assigned.

PARENT INVOLVEMENT

- Support parents in their role as the primary teacher through guidance and suggestions that fosters their child's development and goals.
- Encourage parents to communicate positively with their children and provide verbal and nonverbal means of communications.
- Promote physical and emotional security and positive parent/child interaction.
- Assist parents in stimulating their children's creative abilities.

- Include the male role model in home visits and socializations when possible. Insure that all information is shared with the male figure and that he is included in planning activities for home visits and socializations.
- Teach parents developmentally appropriate activities and practices.
- Encourage and promote families to be self-sufficient.
- Encourage parents to attend group socializations.
- Foster the belief in parents that they are their child’s first teacher and reinforce this concept with practical suggestions for its development.

EDUCATION

- Teach parents developmentally appropriate practices for children. Inform parents about early childhood learning for school readiness.
- Assist parents in using household resources for educational activities that support the concept that home is a learning environment.
- Promote use of space and home routines for constructing a secure, enjoyable learning environment.
- Provide information to parents using the parent and child curriculums that support parenting and developmentally appropriate practices.
- Provide ongoing assessment of the enrolled child, encourage parents to follow through with focused play activity throughout the week. Set child goals and track outcomes.
- Encourage parent participation in curriculum development.
- Plan with parents’ monthly oral health lessons and weekly large motor activities as directed during home visits.
- Other duties as needed.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- BS or AA Degree in Early Childhood Education, FCHD, or other related field preferred. As a minimum and per Performance Standards, willing to obtain a Homebased CDA by August 1, 2018.
- Knowledge and experience in Zero to Five child development/early childhood education, child health, safety and nutrition; adult learning and family dynamics.
- Bilingual Spanish/English speaking preferred. In some service areas, bilingual English/Spanish speaking is required.
- Previous experience providing direct services to low-income families.
- Must have a valid driver’s license, access to reliable transportation, verify car insurance coverage, and be willing to travel.
- Able to become CPR (adult, child, and infant) and First Aid certified, TB tested, free of communicable diseases, and obtain a Food Handler’s permit.
- Able to work from your home and car and have available storage space in your home for resources. Able to participate in activities on the floor with children and parents.
- Experience working with families, community agencies, and school districts.
- Maintain confidentiality, possess strong ethics, people skills, self-motivated, organized, and is able to respond professionally in crisis situations.
- Able to pass security background check.
- Able to work variable hours.

Employee Signature

Date

Supervisor Signature

Date

