

HOME VISITOR

POSITION RESULT DESCRIPTION

NESD Head Start Program, Inc.

EDUCATION AND EXPERIENCE: The Head Start Home Visitor should have a Home Visitor Child Development Associate (CDA), a Bachelor's Degree in Early Childhood Education or Child Development; a Bachelor's Degree in a related field with a minor in Early Childhood Education or a Bachelor's Degree in a related field and a CDA credential. In addition, experience is preferred in the field of early childhood education.

QUALIFICATIONS: The Home Visitor is to have a working knowledge of the developmental and educational needs of children; have a good rapport with children; be able to lead, teach and be a good example for children and their families; understand family dynamics and practice good adult learning principles; be able to work closely with Head Start staff, parents and volunteers; must have adequate computer knowledge and skills; keep current CPR and First Aid training as required by the program; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times.

PHYSICAL REQUIREMENTS: The Home Visitor must be able to lift 30 lbs. and occasionally heavier items. Extensive driving is required. Must have an initial employment physical examination and provide a doctor's statement of verification.

WORK SCHEDULE: The Home Visitor is expected to work as per contract in accordance with the annual calendar.

EVALUATION: The Education Coordinator assigned to them will evaluate the Home Visitor's performance two times in the first year and one time per year, thereafter.

SUPERVISION: Home Visitor is accountable to the Education Coordinator assigned to their area.

SALARY INCREMENTS: The starting salary for this position ranges from \$13.75 to \$17.06 per hour. The Home Visitor shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual's year of experience with the program.

Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities, and/or personal priorities!

POSITION OBJECTIVES:

1. To embrace the role of the parent as the primary educator of the child and promote and support the development of relationships between children and their families.
2. To work with parents to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn.
3. To plan and conduct child education activities with the parents on home visits which meet the child's intellectual, physical, emotional, and social needs.
4. To plan and implement group socialization learning experiences that advance the intellectual, physical, social and emotional development of children by putting into practice theories and sound principles of early childhood education.

5. To evaluate children's developmental progress through observations, samples of children's work, parent reports and with the assistance of other classroom staff and then report progress to families.
6. To establish and maintain a safe, healthy learning environment.
7. To continue to improve in all areas as a person through continued education, training opportunities and evaluation recommendations.

KEY RESULT AREA #1: Working with Families

Objective: To embrace the role of the parent as the primary educator of the child; act as a resource for parents and a facilitator for learning, working toward the involvement of parents in total development of their children.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Relate to families in an open, considerate and friendly manner.
2. Respect and promote the unique identity of each child and family, showing consideration for each family's culture and values.
3. Involve parents directly by educating and encouraging them to plan the week-to-week activities that will balance all aspects of their child's development.
4. Encourage families to become involved with their Head Start child through volunteering in the classroom, sharing ideas for activities, providing input for the next steps to take to promote their child's developmental progress, becoming involved with the parent group and Policy Council, or in any way they can.
5. Provide educational information to families on various child development, health, nutrition and safety issues and/or refer them to the appropriate community resource.
6. Make one 1 1/2 hour visit per week to each family for a total of 32 visits throughout the year.
7. Being responsive to parent's concerns about themselves and their family and linking them with the appropriate Head Start staff and/or community resource for assistance.

KEY RESULT AREA #2: Lesson Planning

Objective: To relate to children in an open and friendly manner; plan and carry out quality lesson plans using sound child development practices, current educational directives and the needs of the children in the program.

The key result area will have been achieved when the following standards have been met and/or exceeded.

Performance Standards:

1. Plan and implement learning experiences that are developmentally appropriate, include all areas of development, and provide for the individual needs of the children in the class.
2. Ensure that all areas of classroom planning; lesson plans, books, equipment, speakers, etc. reflect various cultures and backgrounds.
3. Attend IEPs/other developmental meetings to provide input on the child's development, perceived needs and to act on behalf of the child/family, if requested.
4. Maintain up-to-date records on each child including all information included on the file checklist and any additional, relative information.

5. Assess children's progress through observations, samples of the children's work, parent report and record using the Creative Curriculum Program. Inform parents of children's progress 3 times throughout the year and allow for parental input of what steps should be taken to further development.
6. Submit required paperwork in a timely manner.
7. Meet once a month or as needed with Education and Family Service Coordinators to evaluate children's progress and operation of the unit.

KEY RESULT AREA #3: Classroom Management

Objective: To maintain a safe, healthy learning environment that represents and includes children of all cultures and ability levels.

Performance Standards:

1. Ensure that classroom is safe and healthy by completing a health and safety checklist along with more frequent visual inspections.
2. Ensure that children are monitored at all times, making sure the proper adult/child ratios are met, the pertinent emergency information is available, and that proper procedures are followed in the event of an emergency.
3. Provide appropriate guidance to children.
4. Arrange the classroom in order to provide a safe, healthy learning environment that allows for the full inclusion of children with special needs.
5. Complete inventories on all materials and equipment in classroom.
6. Janitorial duties as needed.

KEY RESULT AREA #4: Community Representative

Objective: To maintain open, positive communication, rapport and services with people and agencies throughout the community.

Performance Standards:

1. Have knowledge of community resources to be able to link families with appropriate services/agencies and to use as resources for enhancing classroom activities.
2. Encourage in-kind from the community through field trips, speakers, classroom volunteers, etc.
3. Relating in an open and friendly manner and acting as a positive representative of Head Start while working with people in the community.

KEY RESULT AREA #5: Administrative Responsibilities

Objective: To fulfill the administrative responsibilities of this position in an effective manner by completing all reports, assessments and record keeping.

Performance Standards:

1. Complete and submit the required paperwork/assessments in a timely manner.
2. Assist with screening.
3. Attend monthly in-service training.
4. Continually assess the Head Start program and provide input/suggestions for improving services to children and families.

KEY RESULT AREA #6: Self-Improvement

Objective: To be an asset to the organization and to continually improve in skills, responsibilities and attitude.

Performance Standards:

1. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
2. Read all related directives, standards and plans in order to keep up to date with local, state and federal standards.
3. Maintain current, required education credentials and submit a copy to the main office to be kept in employee file.
4. The Home Visitor will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards on a daily basis.

***This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required.**