


<b>Position:</b> FAMILY EDUCATOR	<b>Effective Date:</b> July 2019
<b>Service Area:</b> Early Head Start	<b>Revised:</b> 6/3/2019
<b>Reports To:</b> Early Head Start Manager	<b>Approval Signature:</b> 
<b>Classification:</b> Professional III	<b>Status:</b> Full Time, 12-Months Eligible for Overtime Pay

**Position Purpose:** To provide early, continuous, intensive and comprehensive child development services to children, birth to age three that honor their unique characteristics enhancing their physical, social, emotional and intellectual development. Provide family support services and link families with appropriate agencies and services that enable parents to fulfill their roles as parents and to move toward self-sufficiency.

**Qualifications**

- AAS Degree in Early Childhood Education/Child Development or closely related field
- Three years' experience in Infant/Toddler Child Care with the knowledge of the principles of child health, safety, and nutrition, adult learning and family dynamics
- Experience in instructing adults

**Essential Job Functions:** *These functions are performed on a regular basis unless otherwise specified. Employees must be able to perform each of the below functions with or without reasonable accommodation.*

**Physical Abilities:** The actual physical activities of the position are too numerous to list, but would generally include, and not be limited to, the following:

- The ability to lift at a minimum 30 lbs, occasionally, during employment.
- This position requires frequent standing, walking, climbing stairs, including repetitive bending, stooping, crawling, kneeling, sitting on the floor, multiple times daily.
- Must have ambulatory skills to gain access to private homes.
- Ability to tolerate standard cleaning solutions used in the childcare environment such as chlorine bleach.
- Must be able to work a flexible schedule to accommodate the needs of the families served.
- The ability to use technology and office equipment such as, but not limited to: computer system, telephone, voice mail, email, FAX machine, office copier.

**Attributes:** Must possess basic knowledge of spelling, grammar, mathematical and communication skills; cognitive abilities including, but not limited to: written comprehension, problem sensitivity, oral comprehension, speech clarity, and speech recognition.

**Essential Job Functions Related to Working Conditions:**

- Ability to use own vehicle for work related activities when agency vehicles are not available.
- Ability to work in a variety of environments including, but not limited to, offices, kitchens, playgrounds, classrooms, buses, community rooms and home environments of families, all of which may be air conditioned or heated.
- Ability and willingness to travel on a regular basis to, but not limited to, local, state and national destinations. Travel methods may include personal or agency vehicle, airplane or train.

## **Standard Responsibilities**

1. Embody the Mission, Vision, Core Principles and Core Values of Luzerne County Head Start (LCHS) according to the Strategic Plan of the agency.
2. Exemplify an attitude of cooperation and support as a member of the Head Start (HS) team.
3. Reflect a pleasant attitude that represents LCHS in a positive manner within the community at large and maintain a professional attitude to the staff, families and public at all times. Project the same positive manner while attending community activities, training functions, seminars and conferences.
4. Adhere to the following: the *National Head Start Act (12/2007)*, the *Head Start Program Performance Standards (HSPPS)*; *LCHS Personnel Policies and Practices Handbook*, *LCHS Operations Manual*, the *LCHS Integrated Service Plan* and the Pennsylvania State Standard System.
5. Comply with the LCHS Confidentiality Policies assuring that the program, children, families and employee records and information are protected at all times.
6. Adhere to attendance practices in being punctual and dependable on a daily basis.
7. Attend/participate in agency meetings, including, but not limited to: Pre-services, In-services, seminars and other meetings deemed necessary.
8. Serve as a Mandated Reporter of Child Abuse and Neglect as per the Federal Register, Head Start Program Performance Standards and the PA Child Protective Services Law and their amendments.
9. Keep updated the employee's own *Professional Development Record* to develop a professional record, plan a career path with LCHS, and create a record of individual professional accomplishments.
10. Adhere to agency practice in data management data collection for timely and accurate processing of agency information that will help LCHS to drive decisions in setting priorities and continuous improvement, ultimately providing more effective services for children and families. This includes checking one's own assigned Email on a consistent, regular basis.
11. Perform duties, other than those listed here, consistent with the position and responsibilities which are deemed necessary by the Executive Director in order to achieve the goals of the service area and/or help meet the HSPPS.

## **Essential Position Responsibilities**

### **Early Childhood Development**

1. Assist parents in assuming the role of their child's first teacher, to advocate for their child's needs with schools and other community agencies, and during transition from EHS to other programs.
2. Serve as a resource for parents and a facilitator for learning by organizing and facilitating age-appropriate parent/child activities both in the home and in group settings.
3. Provide education to parents in working to strengthen the family's knowledge of child development, including assisting parents to understand how children grow and learn, and planning and conducting child education activities with the parents which meet the child's intellectual, physical, emotional and social needs.
4. Promote nurturing relationships and parent-child bonding.
5. Complete an Individualized Child Development Plan according to established EHS practice.
6. Coordinate the necessary *Screening and Assessment* requirements for infant and toddler developmental and sensory evaluations including, but not limited to, the following areas: Developmental, Social-Emotional, Vision, Hearing and Oral Health.
7. Assist parents in strengthening the families' knowledge of health and nutrition, including integrating health and nutrition education in the program. Provide parents with information and referrals, as necessary.
8. Coordinate with the Nurse Educator and parents regarding health screenings and nutrition services for family members.
9. Conduct developmental screenings of infants' and toddlers' motor, language, social, cognitive, perceptual and emotional skills.

### **Family and Community Partnerships**

1. Maintain positive communication with all agency families, staff and community partners.
2. Assist in the recruitment process for prospective EHS families and in the Orientation process for new EHS families.
3. Plan and develop with parents an individualized program for the family, including establishing a caring professional relationship and a climate of mutual trust and respect for parents.
4. Assist families in identifying and setting goals for themselves and their families; collaboratively develop and update a Family Partnership Agreement that is strengths-based, family driven and unique to each family.
5. Link families to educational, employment, early intervention, child care, and social services in the community.
6. Make home visits to families and develop strategies to share parenting information as needs arise, and ensure that parents are provided opportunities to enhance their own parenting of the educational and developmental needs and activities of their children.

- 7. Plan and facilitate socializations for EHS families.
- 8. Transport parents, as needed, for health related or other appointments.
- 9. Develop community contacts and partnerships for the purpose of providing appropriate referrals for families.
- 10. Report suspected child abuse and neglect according to agency policy.

**Data Management: Collection and Data Entry**

- 1. Adhere to policies and procedures for specific data management in all job responsibilities to perform accurate and timely input/retrieval/monitoring of specific data management systems, including, but not limited to: LCHS email systems, Google Drive/Google Docs, ChildPlus/HS program management software, etc.
- 2. Complete specific, assigned data entry duties as needed for tracking purposes per the established timeline. Enter necessary information into the data system for PIR at enrollment and end of enrollment and on an on-going basis as services occur.
- 3. Maintain accurate records as required and meet established time tables for record keeping and reports.

**Record Keeping**

- 1. Be responsible for record keeping according to established federal, state and local guidelines to demonstrate all services provided to and for families.
- 2. Complete all required documentation that relates to all EHS services, which includes, but is not limited to: *Family Notes, Family Partnership Agreements, Family Enrollment Information (Packet), Individualized Family Service Plan, required Screening and Assessments, Socialization Planning Checklists and Transition Plan.*

**Statement of Understanding and Agreement:**

I (Print Name) \_\_\_\_\_, have reviewed the foregoing job description and have been given opportunity to ask questions about the terms of the position. I understand that my employment at LCHS is contingent upon my successful performance of the responsibilities outlined herein. I further understand that my employment with LCHS is "At Will".

I agree to follow and comply with this job description and all LCHS policies and procedures.  
I acknowledge that I have received a copy of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_