

**MONTEREY COUNTY OFFICE OF EDUCATION
HEAD START & EARLY HEAD START PROGRAM**

HEAD START EDUCATOR

CLASSIFICATION: Certificated

SALARY LEVEL: Head Start Teacher Salary Schedule

WORK YEAR: 11 MONTHS (200 work days)/8 Hours

DEFINITION

Under general supervision, provides a planned development program of educational experiences in a classroom or in the home environment. Provides comprehensive services to strengthen and support relationships between preschool aged children and their parents, and provide links to community resources and integrates all Head Start service areas in the planning and curriculum.

SUPERVISED BY

Assistant Director or Child Development Services Coordinator

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES:

- Plan and implement high quality and developmentally appropriate educational experiences for children enrolled in either a center based or home based Head Start option.
- Conduct the required number of Home Visits for either option with the families in an assigned caseload; home visits for the Home Based option are not less than 90 minutes per week.
- Plan and implement parent involvement in their child's education program both in the classroom and at home.
- Administer developmental screening and assessments on each child within required timelines.
- Facilitate completion of health and nutrition screenings within required timelines; work with parents and the Health Services to ensure that all immunizations and other medical and dental follow-up is completed; serves as a role model for health, safety and hygiene practices, providing first aid when necessary.
- Develop and implement Individual Development Plan for each child, parent and family, within 45 days of enrollment.
- Administer or facilitate completion of family strengths and needs assessments within required timelines.

- Assist families in developing the Individual Family Development Plan for child and family goals and strategies to meet these goals.
- Coordinate or facilitate Family Plan activities with other organizations, agencies or individuals involved in providing services to the family.
- Make appropriate referrals for early intervention services in the areas of behavioral or learning problems for enrolled children.
- Attend IEP meetings and parent/teacher conferences including case management, as necessary.
- Provide resources, information, and/or referrals for families in the following areas: mental health, child care, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family.
- Actively involve parents in screenings, assessments, planning for home visits and socializations, evaluation of Head Start services, and encourage parent participation in the Parent Policy Council, Health Services Advisory and other Head Start committees.
- Establish and maintain linkages with other childcare community resources.
- Meet regularly and participate in a “reflective” supervision process with the Supervisor.
- Attend trainings, conferences, and workshops. Participate in continuing education by taking related courses when necessary.
- Facilitate the enrollment process for children and their families.
- Maintain center facilities to assure clean, attractive, and appropriate learning environment for home based socializations.
- Analyze children’s records, lessons plans, and other data for purpose of planning, evaluating and improving services to children.
- Maintain up-to-date records for each family in caseload.
- Complete monthly paperwork, tracking reports, and data input on a timely basis.
- Plan and conduct monthly parent meetings.
- Meet regularly with other Head Start Educators, Assistant Director/Child Development Services Coordinator, parent, and partners to assure effective planning and implementation of transition activities.
- Assist families in developing a plan for transition for children to attend kindergarten..
- Assure compliance with transition, such as participates in planning to enroll eligible children from the special education program and other ECE programs, into Head Start into other communities’ child care resources.
- Perform other tasks as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions; manual dexterity sufficient to write, use the telephone, business machine, operate and automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead; physical mobility sufficient to move about the work environment (office, district, from school or home site to site), to drive a an automobile; physical strength sufficient to lift forty-five (45 pounds); physical stamina sufficient to sit in a child's chair, squat at children's eye, and to sand or walk for prolonged periods of time; physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- ◆ Possession of an Associate's or Bachelor's Degree in Early Childhood Education, with a minimum of a Child Development Instructional Permit.
- ◆ Ability to establish and maintain positive working relationships with school district personnel and other professionals.
- ◆ Knowledge of developmentally appropriate practice for early childhood.
- ◆ Possession of current First Aid Certificate and Pediatric CPR Training Certificate.
- ◆ Ability to communicate effectively in the English language, both orally and in writing.
- ◆ Ability to work with individuals of diverse educational, socio-economic and cultural backgrounds.
- ◆ Ability to make regular and frequent trips within Monterey County visiting sites, attending meetings, making home visits, etc.
- ◆ Ability to maintain accurate records.
- ◆ Possession of an appropriate California driver's license and the availability of an automobile with the state minimum insurance coverage.
- ◆ Ability to occasionally work evenings or weekends.

DESIRABLE QUALIFICATIONS

- Bilingual (Spanish/English).
- Special educational teaching/classroom experience or other experience with children with disabilities.
- Knowledge of Head Start philosophy and principles.