



Job Description

POSITION TITLE:	Parent Educator II Head Start San Joaquin Educational Services	#2434
SALARY PLACEMENT:	CSEA 2 Hourly Salary Schedule Range R18	

MINIMUM QUALIFICATIONS- EDUCATION, TRAINING AND/OR EXPERIENCE:

Associate's degree in child development, early childhood education, human development or related field, including six (6) units Infant/Toddler Development. Certified in Pediatric First Aid & CPR. Two years' experience working with children and families in an early education or human services setting.

DESIRABLE QUALIFICATIONS- EDUCATION, TRAINING AND/OR EXPERIENCE:

Bachelor's degree in child development, early childhood education, human development or related field. Bilingual/bi-literate in English and Spanish. One year experience working in a home visitation program.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Possess the ability to problem solve, manage crisis, and work with families and young children of various cultures from low socio-economic backgrounds. Demonstrate capacity to work with families in a manner that is empathetic, nonjudgmental, respectful, and professional. Demonstrate a willingness to work primarily in the homes of families residing in high-risk communities. Possess knowledge and understanding of adult principles and learning styles; child growth and development; attachment; and early mental health. Be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of management, facilitate healthy parent-child attachment and relationship building, provide or arrange for comprehensive Head Start/Early Head Start services (including education, health and safety, family support, nutrition, mental health, family engagement, and other services appropriate) for up to twelve (12) assigned families of prenatal, infant, toddler, and preschool children served in the home based option as defined by the Head Start Performance Standards.

ESSENTIAL FUNCTIONS:

Essential functions are:

1. Conduct weekly 90-minute home visits with families and their young children.
2. Plan home visits and socialization activities according to the adopted curriculum and Head Start Performance Standards.
3. Facilitate bi-monthly "socialization" experiences and other family group activities in partnership with other home visitors and families.
4. Provide attachment based and parent-child relationship building education and support services to families.
5. Conduct screenings and ongoing assessment of young children's development in collaboration with parents; utilize screening results and observations to make appropriate child referrals for support services. Attend and participate in Child Success Team meetings, IFSP/IEP meetings as required.

6. Collaborate with family to develop appropriate developmental goals and strategies for each child; update goals and strategies regularly through on going assessment and observation.
7. Assess family strengths, interests, and needs. Collaborate with families to establish family development goals that are inclusive of families assessed and expressed needs and interests in the areas related to family self-sufficiency, child development, and health; document this collaborative process in family partnership agreements.
8. Promote parental engagement in curriculum planning, program governance, and the overall Head Start San Joaquin program.
9. Support and advise parents with respect to children's health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
10. Collaborate with program support staff to plan and provide activities to complete health screening and other health related requirements as established in policies and procedures.
11. Provide management, crisis intervention, and resource referral services.
12. Act as liaison and advocate between community resources and Head Start San Joaquin families.
13. Provide transportation resources to families, when appropriate, to and from community events or other activities.
14. Complete and maintain accurate and timely documentation of home visits, socialization experiences, and other relevant activities.
15. Implement agency recruitment plan. Monitor family participation and develop plans with families
16. Maintain confidentiality of family records and information.
17. Participate fully in supervision and training experiences.
18. Collaborate with families and program staff to develop and implement individual child transition plans for children transitioning in and out of Early Head Start, Head Start and other child care settings.
19. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Possess manual dexterity needed to dial a telephone, to enter data into a computer, and perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, migrant community and the public.