

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Home Based Educator: Birth to 5  
**Reports to:** Site Supervisor

**Classification:** Classified  
**FLSA:**  
**Range:** Classified Supervisory  
Salary Schedule (Preschool)

### **EDUCATION AND EXPERIENCE**

-The Home Based Educator: Birth to 5 shall have a high school diploma or equivalent, ability to pass the instructional aide proficiency test. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Associate's degree or higher in ECE/CD with a minimum of six units Infant/Toddler Development.

-Experience as a teacher/caregiver in a licensed center serving infants and toddlers and/or related field experience with 24 units of Early Childhood Education (ECE).

-Able to communicate (verbally and written) in English (other language as appropriate) with staff, children and families in an effective manner.

### **SUMMARY**

Under the direction of the district administrator, this employee is responsible for supporting families toward the fulfillment of their child's potential for intellectual, social-emotional, and physical growth and development, and assisting designated program staff.

### **SPECIFIC RESPONSIBILITIES**

#### **Planning:**

1. Plans and implements individualized, developmentally appropriate curriculum as per California's Infant/Toddler Learning and Development Program Guidelines.
2. Assists with developing and preparing appropriate instructional material for the family.
3. Assists with screenings and assessments of the developmental level of each child.

#### **Programming Under the Guidance of Designated Supervisor:**

1. Plans weekly home visits, attends socialization groups.
2. Conducts parent interviews and needs assessments.
3. Provides developmentally appropriate activities and information to enhance the child's intellectual, social-emotional, and physical development.
4. Assists with recruiting and enrolling eligible families in the program.
5. Provides enrolled parents with guidance on safety, nutrition, effective discipline, constructive play, and other related topics.
6. Provides information on community and agency services to include medical and mental health providers and the interagency network for other services as needed.
7. Provides parent with information regarding childhood immunizations.
8. Provides parent education workshops.

## **Reporting and Clerical Duties**

1. Maintains and submits accurate, complete and correct records as required by state guidelines, district policy and administrative regulations.
2. Assists with maintaining an inventory of parent resource materials, and coordinates family check-out procedures of resource materials.
3. Maintains individual records on children to include screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
4. Other responsibilities as directed by his/her immediate supervisor.

## **SPECIFIC QUALIFICATIONS**

Should possess the personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, confidentiality, courtesy, good judgment, and ability to work cooperatively.

-Valid California Driver's License and automobile with minimum liability insurance by State Law. Proof of insurance will be required.

-Infant/Child CPR/First Aid certification with at least 15 hours of training on preventive health practices required within 6 months of employment.

-Physical examination, TB screening clearance and signed federal criminal record declaration are required within 7 days after employment.

-Fingerprint clearance under Title 22 regulations, and criminal record statement, background checks as needed, and reference checks are required prior to employment.

-Bilingual in English/Spanish preferred.