



Job Title: Parent/Child/Home Paraprofessional

Supervisor: Coordinator of Parenting & Early Childhood

Terms of Employment: 190 days

Job Summary:

Under the guidance of the Early Childhood and Parenting Coordinator, this position makes weekly home visits to work with high-risk parents and their pre-school aged children in developing literacy and learning skills.

Essential Duties:

Role of home visitor

Developmental characteristics of 2-4 year olds.

Paperwork requirements.

Cultural sensitivity

Confidentiality

Scheduling

1. Visit assigned families twice a week, thirty minutes per visit.
2. Model for the parent appropriate ways to verbally interact with his/her child using the provided book or toy.
3. Create an atmosphere in which the parent feels comfortable in participating.
4. Write and anecdotal report for each home visit.
5. Organize paperwork and submit reports and timesheets on deadline.
6. Respect the privacy of all families visited.
7. Maintain a non-judgmental attitude toward program families.
8. Work independently and responsibly.
9. Participate in training and in-service programs provided by lead PCH educator.
10. Complete 15 hours of recommended training by the National PCH Association.
11. Attend 2 hours weekly staff development meeting.
12. Administer pre and post evaluations on each child assigned.
13. Keep and record anecdotal records on each visit made.
14. Provide information and data as needed for evaluation and long-term sustainability of the CVYP/SSHS comprehensive plan.

Other Duties:

Perform other duties and responsibilities as assigned by the Early Childhood & Parenting Coordinator.



Job Specifications:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on the evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Fluency in English and Spanish preferred.
2. Must meet No Child Left Behind (NCLB) requirements - Associates degree, Parapro Assessment or 60 hours college credit.
3. Valid South Carolina Driver's License.
4. Reliable transportation.
5. Basic knowledge of the development of young children to include: various stages of early childhood development and milestones for each age group.
6. Flexibility in scheduling.
7. High level of confidentiality.
8. Demonstrate cultural sensitivity.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and



- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 103

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 11-11-2025