

**Cen-Tex Family Services, Inc.**  
**Position Description –Teacher, Home Visitor: EHS**

**Job Title:** EHS Teacher, Home Visitor  
**Department:** Early Head Start Program  
**Reports To:** Site Director  
**FLSA Status:** Exempt  
**Classification:** Full time, Full year  
**FTE Grade/Range:** Grade 6  
100% FTE = \$25,605 - \$48,984  
Based on Hourly rate of \$12.31 - \$23.55  
**Prepared Date:** Revised 3/10

**SUMMARY**

The Early Head Start (EHS) Home Visitor Teacher provides child development services, social services, and parent involvement services to infants, toddlers and families in their home

**ESSENTIAL DUTIES**

All duties are to be performed in accordance with Head Start Standards, TDFPS Minimum Standards, Child & Adult Food Care Program (CACFP) and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.

Provide child development, parent/caregiver education, and family support with home visits to families of infants, toddlers and expectant mothers.

Regularly assess individual needs, strengths, and interests. Plan and provide age and developmentally appropriate activities and experiences designed for all areas of a child's development based on the individual needs of the infant/toddler.

Create an environment in which children can develop personal relationships, experiment, make choices, solve problems, and develop age-appropriate social and self-help skills.

Establish trusting working relationships with parents. Plan and participate in parent education and parent involvement activities. Provide parents with educational strategies and information on parenting, supporting their self-confidence, growth and development.

Develop family partnerships agreements with each and support families in achieving their goals.

Provide case management. Conduct regular case reviews of all EHS files and cases assigned. Maintain current and accurate records within program procedures, with adequate measures for confidentiality. Complete data entry and ensure all child and family files are accurate and up to date.

Facilitate group socialization experiences for children and families.

Implement agency and Early Head Start goals, policies, procedures and activities designed to provide the full range of child development and family support services, including assisting families with identification and access to needed resources including; health, mental health, social, services, education and job training. Maintain familiarity with the needs of families served by the program, and area

services and resources available to meet those needs, including crisis intervention and holiday assistance programs.

Coordinate and develop linkages between other family support service agencies to enhance and supplement service delivery to EHS families. Serve as an advocate for Early Head Start families within the community.

Model conversation, manners, clean-up activities, listening, etc. for the purpose of demonstrating appropriate social behavior.

Assist with recruitment, enrollment, case load divisions, developing class lists and maintaining enrollment waiting lists. Coordinate successful completion of recruitment and screening/assessment of eligible children and expectant mothers.

Prepare and maintain accurate records, including child observation, individualization, lesson plans, attendance, parent participation, and others as directed, using proper spelling and accurate calculations. Keep clear, consistent documentation on child progress and communication with parents and relevant staff.

Attend case conferences, center meetings, case reviews, IFSP/IEP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Promote parent involvement in the child's education and well being. Communicate regularly and timely with parents concerning their child's progress; announcements; facility and agency activities; policies; enrollment procedures; and developmental behavioral concerns.

Support transition planning with families that ensure each pregnant woman and child experience smooth transitions into Early Head Start and from Early Head Start to Head Start or other preschool programs.

Promote healthy and safe practices for children and families, including: proper procedures for hand-washing; cleaning of toys and other items mouthed by infants and toddlers; dental hygiene; bathing; and toileting. Assist in toilet training with toddlers in cooperation with parents. Provide information on creating a safe and healthy home environment.

Provide information and instruction on proper food preparation and nutritional education, including sanitation of bottles.

**Provide developmental screening and assessment for children.**

Work with the Health Specialist to provide for developmentally appropriate early intervention services and support of other health services.

Ensure enrolled pregnant women are receiving health education about their pregnancy, fetal development, and the benefits of breastfeeding.

Provide for the safekeeping of agency files, supplies and equipment. Ensure confidentiality of agency and family information assigned to position.

Participate as a cooperative team member with coworkers and supervisor in delivering services to children and families. Working as a team member includes adapting to changing work priorities and exhibiting tact and patience when dealing with others.

Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.

Report to work at scheduled time and maintain good attendance. Perform all duties in a safe, timely and professional manner. Participate with a positive attitude and behavior in all program activities.

Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.

Work cooperatively with program staff, providing a positive image to co-workers and the community supportive of the agency's goals and objectives.

Perform other related duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Must be at least 18 years of age as required by the TDFPS Minimum Standards for Child-Care Centers. Must be at least 21 years of age for persons driving a vehicle on agency business, and at least 25 years of age if required to transport children and families served by the agency, as required by agency automobile insurance.

Driving is required for this position. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

### **EDUCATION and EXPERIENCE**

#### **Preferred Requirements:**

**Education:** Associate, baccalaureate, or advanced degree including at least 6 college courses in early childhood education\* and/or child development,\* with coursework in family life, social services and/or sociology.

\* Courses qualify as defined per Head Start and TDFPS

Experience: 2 years experience teaching infants, toddlers and parents in a licensed Home Visitor Program. Supervisory skills and experience. Experience in and adult education program such as teaching parenting skills.

#### **Minimum Requirements:**

Education: Home Visitor or Infant/Toddler CDA or equivalent credential and High School Diploma or General Education Degree (GED); or Pre-school CDA with training and ability to obtain 2<sup>nd</sup> setting CDA for infants and toddlers.

Employee must be willing and able to pursue the preferred educational requirements.

Experience: Two years experience teaching, or assistant teaching infants and toddlers in a licensed child care center or registered family home. Knowledge and experience in: child development and early childhood education; the principles of child health, safety and nutrition; adult learning principles; and family dynamics. Must be skilled in educating both young children and adults. Working knowledge of: personal computers; word processing; Internet access; and email usage. Ability to work independently as well as with a team.

### **LANGUAGE SKILLS**

**Preferred Requirements:** Bilingual and biliterate skills in Spanish and English.

**Minimum Requirements:**

Ability to communicate in the following methods in English.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

Speak effectively before groups of parents or employees of the organization.

Effectively present and receive information one-on-one or group situations.

Able to establish rapport with children and families in a supportive and nurturing manner.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Infant, Child and Adult CPR and First Aid.

Infant/Toddler or Home Visitor CDA as applicable.

Class C Driving is required for this position. Depending on agency resources, employees may be required to provide private transportation to complete assigned duties. Employees will be reimbursed for approved mileage following the guidelines as set forth in the agency Personnel Policies.

**PHYSICAL DEMANDS** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but the availability of accommodations during home visits is uncertain.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is often required to sit on floor; climb or balance; and bend at the waist, stoop, kneel, crouch, or crawl in order to maintain

direct eye contact with children. The employee must be able to repeatedly lift children that may weigh up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee is frequently required to bend at the waist and/or knees (i.e. lifting child from crib; lifting child to place on changing table; lifting to place into high chair), stoop, kneel, or crouch while simultaneously lifting or physically supporting an infant or toddler. Safe lifting practices must be adhered to at all times for employee and child safety.

**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.

While performing the duties of this job, the employee may be occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to noisy.

Employee will regularly be exposed to cleaning chemicals, including disinfectants and cleansers. Personal protective equipment will be provided.

May be exposed to bodily fluids.

May encounter a variety of conditions when conducting home visits. Employees must evaluate conditions presented for their safety and needs, and confer with supervisor when problems or concerns arise.

Work Location \_\_\_\_\_

Regular Work Schedule \_\_\_\_\_  
\_\_\_\_\_

In addition, occasional evening and/or weekend hours may be required to assist with special functions, including parent meetings, home visits, recruitment and agency events.

Effective Date of Job Description \_\_\_\_\_

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor Reviewing Description with Employee \_\_\_\_\_ Date