

## SACRAMENTO COUNTY OFFICE OF EDUCATION

### **CLASSIFICATION TITLE: Early Head Start Educator**

#### **DEFINITION**

Under supervision of the Director, School Readiness, and working as a member of the transdisciplinary team of the Infant Development Program, plans and implements individualized home-based and center-based programs for infants/toddlers and their families; performs related duties as assigned.

#### **DIRECTLY RESPONSIBLE TO**

Director, School Readiness

#### **SUPERVISION OVER**

None; however, the Early Head Start Educator may assist in organizing and assigning work to various program volunteers.

**DUTIES AND RESPONSIBILITIES** (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

##### Home Visits

Provides high-quality, early education services; schedules, plans, and conducts home visits with assigned families in coordination with staff and outside agencies; maintains ongoing communication with families to coordinate program and community services; conducts developmental screenings and assessments; provides educational information to parents/caregivers appropriate to the individual needs of the child or as requested by the family; maintains communication with team members as to the needs of families; develops individualized plans; provides support, encouragement, and suggestions to families; maintains a sensitivity to cultural and socio-economic background, family concerns, and the unique needs of non-English speaking families; organizes and prepares materials and activities according to the individualized plan developed for each infant/toddler and family; demonstrates and models activities for parents; monitors child and family progress and shares information with other program staff. Bilingual staff may interpret for families and other staff.

##### Group Activities

Plans and assists staff in planning community-based/socialization activities including preparing materials needed and coordinating field trips and transportation; secures sites for group activities; obtains guest speakers; organizes and sets up room environment including arranging furniture, setting materials out, and placing any necessary equipment; plans, prepares, and serves snacks and assists in clean-up duties; models, participates, and leads group activities and assists children and families in performing activities which promote language, cognitive, social, emotional and physical development; observes and evaluates child's and family progress and effectiveness of activities; assists children with personal needs involving diapering and toileting; cleans and disinfects equipment, dishes, and play items and areas after group sessions; confers with staff regarding the day's activities and interactions.

##### Documentation/Records Maintenance

Prepares and maintains ongoing student data and records relating to in-home education and socialization activities; prepares and maintains individual student medical and educational information; sets up and maintains a filing system for efficient collection, retention, and retrieval of student and program information; completes various reports regarding in-home education and other related activities; in a timely manner, completes various weekly and monthly logs and forms regarding services delivered and/or required for infants/toddlers, and families; requests child medical information and disseminates information to staff as needed; facilitates the translation of all program documents to meet the needs of the family; prepares and routes transition packets to districts; collects and maintains information sent to/and from outside agencies.

### Program Support/Service Coordination

Operates office equipment to prepare materials for educational activities; orders necessary supplies and equipment for program/site and insures adequate levels are maintained; coordinates work schedules; prepares for and participates in compliance review processes; prepares and distributes flyers, agendas, meeting notices, calendars and materials for program activities; collects and disseminates mail; attends conferences, workshops, and inservices related to program; serves as a member of the transdisciplinary team to furnish and share information and coordinate professional and community resources with other program staff related to individual families; recruits and processes applications for Early Head Start services; assists the team with the assessment/intake process; attends meetings with staff to gather new information and receive related training; conducts research related to medical information and community services to assist specific family needs and concerns; assists families in completing required paperwork, and scheduling and attending medical appointments; conducts community outreach to providers, educators, and other agencies; coordinates schedules and networks with community agencies serving assigned families; designs and presents training sessions as needed; provides team/staff support where needed including scheduling consultations, making referrals, informing families of meetings and trainings, participating with families in meetings in trainings, and following up on the progress and implementation of individualized goals; coordinates with interpreters and translators regarding home visits, group activities and various appointments as needed; maintains cooperative working relationships with staff, families, and agency personnel.

### **MINIMUM QUALIFICATIONS**

#### Education, Training and Experience

Twelve units in early childhood education is required, with at least 3 of the 12 units related to the care of infants/toddlers; experience working in an infant/toddler or Head Start program; experience working with young children who have developmental disabilities or delays is desirable.

#### Knowledge of:

Principles of child development and developmental disabilities; age-appropriate educational activities and materials; community agencies, resources, and early intervention programs available for infants/toddlers; basic hygiene practices; standard types of filing systems; proper telephone techniques; standard software applications.

#### Skill and Ability to:

Communicate effectively in oral and/or written form with infants, toddlers, parents, and staff regarding technical information; communicate/listen one-on-one or in group setting; maintain cultural and socio-economic awareness and sensitivity to work with differing attitudes and lifestyles; manage time and organize and schedule work day; conduct research related to families' needs for service; work with children and parents in a home environment; work cooperatively and effectively with individuals and groups; work as a team member; remain flexible and adapt to changing program needs and schedules in order to meet the needs of the program; share individual knowledge, skills, and talents with co-workers; learn adaptive educational activities; lift students as needed; operate standard office equipment; use a computer to prepare reports, forms, flyers, agendas and other related materials; maintain confidentiality; follow instructions; read, interpret and apply rules, laws and procedures.

#### Other Characteristics

Possess a valid California driver's license; possession of a current First Aid Certificate and CPR Training Certificate (may be obtained within 3 months of employment).

Approved by Personnel Commission 1/12/10