

Sacramento County Office of Education Job Description

Classification Title: Early Head Start Educator

DEFINITION

Under supervision as a member of the transdisciplinary team of the Early Head Start Program, plans and implements individualized home-based programs for assigned infants/toddlers, birth to 36 months of age, pregnant individuals and their families; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

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 weekly visits, in homes or other designated locations, with assigned families in coordination with staff and outside agencies; maintains ongoing communication with families to coordinate program and community services; conducts developmental and health screenings using current screening tools; performs developmental assessments; provides educational information to parents/caregivers appropriate to the individual needs of the child or as requested by the family; communicates family needs with team members; develops individualized home visit plans; provides support, encouragement, and suggestions to families; maintains sensitivity to cultural and socio-economic background, family concerns, and the unique needs of non-English speaking families; bilingual staff may interpret for families and other staff; organizes and prepares materials and activities according to individualized plan developed for each infant/toddler and family; demonstrates and models age-appropriate activities for parents; monitors child and family progress and shares information with other program staff.

Group Activities

Plans and assists staff in planning community-based/socialization activities including materials preparation and coordination of field trips and transportation; reserves sites for group activities; schedules guest speakers; organizes and sets up room environment including: furniture arrangement and placement of materials and equipment; plans, prepares, and serves snacks and assists in clean-up; models, participates in, and leads group activities; assists children and families in performing activities that promote language, cognitive, social, emotional, and physical development; observes child and family progress and evaluates effectiveness of activities; provides diapering materials for children during socializations; cleans and disinfects equipment, dishes, and play items and areas after group sessions; confers with staff regarding program activities and interactions.

Documentation/Records Maintenance

Prepares and maintains ongoing child data and records relating to in-home education and socialization activities; prepares and maintains child's medical and educational information in appropriate database; maintains a filing system for efficient collection, retention, and retrieval of child and program information; prepares 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; facilitates the understanding of all program documents to meet the needs of families; 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 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; attends conferences, workshops, and in-services related to program; furnishes and shares information and coordinates professional and community resources with other program staff related to individual families; recruits and processes applications for Early Head Start services; assists with assessment/intake process; attends meetings with staff to gather new information and receive related training; conducts needs assessments and supports families in meeting health, educational, and social services needs, including but not limited to: providing information related to developmental milestones, housing, health insurance, public assistance, accessing food resources, and other community resources and services ; assists families in completing required paperwork, scheduling, and attending medical appointments; conducts community outreach to providers, educators, and partnering agencies; coordinates schedules and networks with community agencies serving assigned families; designs and presents training sessions as needed; provides support to the program team, including scheduling consultations, making referrals, informing families of meetings and trainings, participating with families in meetings and trainings, and monitoring progress and implementation of individualized goals; coordinates with interpreters and translators regarding home visits, group activities, and various appointments; 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 exceptional needs 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 and videoconferencing platforms.

Skill and Ability to:

Interact and communicate effectively in oral and written form with infants, toddlers, parents, and staff from various cultural and socioeconomic backgrounds in one-on-one and group settings; explain technical information in non-technical terms; maintain cultural awareness and sensitivity to diverse populations; react with flexibility and sensitivity to changing situations, settings, and needs; organize and prioritize tasks and responsibilities; conduct research related to families' needs for service; interact with children and caregivers in a home environment; work cooperatively and effectively with individuals and groups; work as a team member; share individual knowledge, skills, and talents with co-workers; learn adaptive educational activities; lift children 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 and willingness to travel locally using own transportation to conduct work assignments; willingness to be trained in pediatric first aid and cardiopulmonary resuscitation.

Revisions approved by Personnel Commission 3/15/22
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