

**Head Start
South Central Child Development, Inc
401 Walnut SW
Wagner, SD 57380**

Job Description

JOB TITLE: _____ Home Base Teacher _____
REPORTS TO: _____ Area Manager _____
COORDINATES WITH: _____ Other Head Start Staff _____
EVALUATION PERIOD: _____ 90 days _____
SELF-TERMINATION NOTICE REQUESTED: _____ 30 days _____

MAJOR DUTIES/RESPONSIBILITIES:

- Responsible for implementation of all applicable Head Start Standards (1304-1308). Inclusive of the delivery of measurable early childhood education outcomes in the domains of language development, literacy, mathematics, science, creative arts, social and emotional development, approaches to learning and physical health and development.
- Meet with each home base family for 1 1/2 - 2 hours weekly to deliver developmentally appropriate early childhood education and development activities.- Assist parents in planning/carrying out follow-up activities that are developmentally appropriate.
- Develop educational activities, which home based families can do easily with their children and at little cost.
- Support parents' efforts to guide the development and education of their child through the development of a child development plan.
- Assist in promoting within the parents a sense of self- worth as a result of their direct participation in the education of their child.
- Demonstrate a warm, accepting attitude toward Head Start families.
- Meet with the parent committee and conduct parent education sessions when requested.
- Keep accurate, up-to-date progress records on each child and family and comply with other required record keeping and reporting. (Including any required computer based data systems.)
- Perform required evaluations on children, as needed. (Such as developmental and educational assessments.)
- Assist Health Coordinator and Area Manager in carrying out health services of the Head Start program.
- Identify community resources that can serve families.
- Conduct socializations (See Home Base Operational Practices).
- Make referrals to the Area Managers when necessary.
- Implement the Individual Educational Plan for children with special needs provided by the local school district and under the direction of the Area Manager.
- Must recruit families for Head Start services.
- Responsible for keeping assigned program vehicle in a safe and proper running condition at all times (vehicle and maintenance upkeep along w/monthly vehicle log).
- Responsible for working with parent during home visit. (Providing developmental

- appropriate early childhood education and development guidance.)
- Must follow program format of early childhood education and developmentally appropriate practices for weekly home visits.
- Demonstrate a commitment to eliminating stereotypes of low income and minority groups in the community.
- Establish relationship of trust with families enrolled.
- Attend all required training.
- Must provide guidance to volunteers.
- Any additional duties assigned by the Head Start Director or Area Manager.

MINIMUM EXPERIENCE:

- Previous experience with early childhood education or preschool programs and/or with adult education and instruction desirable.

EDUCATION TRAINING:

- Degree in Early Childhood Education, Human Development (major in Human Development, Social Services, Adult Education or Home Economics), Home Base CDA Credential desirable but may be substituted for by knowledge and experience in a related field of study or hold an active state awarded teacher's certificate.

OTHER REQUIREMENTS AND SKILLS:

- Must be willing to live in area served by the program.
- Must have use of an automobile and/or willing to use personal automobile.
- Must be able and willing to meet travel needs of position.
- Must obtain Home Base CDA upon request of the employer.
- Must be willing to attend training and continue education. (Earn continuing education credits or CEU's needed to maintain a CDA, Teacher certification and/or degree in Early Childhood or related field as required by the Head Start Act or employer).
- Must attend Head Start Policy Council meetings when requested.
- Must attend local parent committee meetings.
- Able to work with parents, low income community members, leaders and a variety of cultural groups.
- Able to work cooperatively with entire staff.
- Able to keep confidential information.
- Able to work effectively (both in a group and on a one-to-one basis) with families enrolled.
- Possess knowledge of child development principles.
- Must report and document suspected child abuse and neglect to the Area Manager.
- Mandatory employment physical examination upon employment and upon request of the employer in accordance with Agency Personnel Policies and Procedures.
- Must take a TB test upon employment and upon request of the employer.
- Mandatory background check (Child Abuse/Neglect upon offer of employment) will be required in accordance with Agency Personnel Policies and Procedures.

AN EQUAL OPPORTUNITY/EMPLOYMENT AT WILL EMPLOYER