



## Job Description – Home Visitor/Teacher

Reports to:	Home-Based Supervisor
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved On:	

**Summary:** This position is responsible for providing high quality and comprehensive services to children and families enrolled in the Bright Beginnings Head Start/Early Head Start program. All services are provided in the home based program. In 2018, all services will transition to center based program option.

### Home Visitor Essential Duties:

1. Recruit and enroll families for the home-based program option.
2. Maintain a mixed-age caseload (prenatal to the age of five) of 10 children and expectant families.
3. Conduct weekly, 90-minute (at a minimum) home visits in shelters, transitional housing programs or wherever a family calls home.
4. Provide education and support services to families, inclusive of the direct provision of education, health, nutrition, mental health, and social services.
5. Complete family partnership agreements and assist families with developing family goals, and identifying community resource referrals when needed.
6. Ensure the completion of well-baby visits and/or required health screenings.
7. Administer the developmental and social-emotional screenings (Ages & Stages-3 and the Ages & Stages-Social Emotional), as well as the developmental assessment three times per year (High/Scope COR).
8. Implement the Partners for a Healthy Baby curriculum, as well as implement the educational philosophy of Bright Beginnings.
9. Coordinate and implement bi-monthly (twice per month) family days (i.e., socialization activities).
10. Participate in all professional development opportunities.
11. Maintain confidentiality of information at all times.
12. Promote parent engagement activities, including participation in the Policy Council.
13. Maintain HMIS and ChildPlus.Net by entering case notes, home visits, referrals, family partnership agreements, and follow-up services.
14. Maintain a child file, which is carried to all home visits.
15. Refer and participate in the monthly Case Reviews, as well as refer children to the Multi-Disciplinary Team.
16. Other duties as assigned.

**Teacher Essential Duties:**

1. Assist Lead Teacher in maintaining records on each child's progress and development for the purpose of planning and compliance with Head Start Performance Standards.
2. Assist the Lead Teacher in implementing the selected evidenced-based curriculum (High/Scope) of Bright Beginnings, according to policies and procedures.
3. Responsible for assisting the Lead Teacher with the full implementation of Head Start, NAEYC, and Title 29: DCMR performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development center, including developmentally appropriate practices.
4. Assures parents or designee sign-in and out on a daily basis by greeting each child and parent individually at time of arrival and departure.
5. Participates in staff meetings, center activities, and staff development.
6. Assists Lead Teacher in reviewing the progress of each child and developing Child Portfolios and individual plans to promote each child's growth and development.
7. Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
8. Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
9. Assist Lead Teacher in planning and implementing the daily program of activities based on principles of child development and in accordance with the program's curriculum
10. Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
11. Establish a positive relationship with each child's family and share information about the child's day at the Center.
12. Assist the teacher in conducting home visits and staff/parent conferences.
13. Assist teacher in the full implementation of Individual Family Service Plans (IFSPs) or Individual Education Plans (IEP)'s and inclusion of children with disabilities and special needs.
14. Responsible for assisting Lead Teacher in implementing parent involvement activities.
15. Establish a positive relationship with each child's family and share information about the child's day at the Center with the child's parent(s).
16. Help maintain facility in a safe and satisfactory condition by completing daily health and safety checklists in the classrooms and playground. Keep abreast of current knowledge in the field of Early Childhood Education.
17. Assures Universal Precautions are kept at all times, including washing of hands upon entering classroom, after diapering, toileting, before and after meals, and after contact with bodily fluids.

18. Implements health procedures on a daily basis, including following medication administration procedures, tooth brushing, sanitation, and administering First Aid/CPR.
19. Assists with evacuation of children during fire drills, natural disasters, and any other emergencies, which may occur.
20. Keep abreast of current knowledge in the field of Early Childhood Education.
21. Maintains confidentiality of children and families at all times.
22. Perform other duties as required or assigned.

**Qualifications:**

1. Baccalaureate degree preferred in child development, family services and/or psychology. Associate degree may be substituted with a minimum of two years of experience.
2. Ability to work independently.
3. Bilingual in Spanish or Amharic(speaking and writing) preferred, but not required.
4. The ability to problem-solve, handle crises, and work with families and children of various cultures and low-income backgrounds.
5. Active driver's license or ability to travel via public transportation to conduct home visits.
6. Willingness to work primarily in the homes of families residing in high-risk communities, as well as be comfortable working with children who are homeless, and/or low-income.
7. Ability to be prompt to all home visits and demonstrate deference for families.
8. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
9. Ability to travel locally and to out-of-state meetings.
10. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially.
11. Must maintain training and professional development credits current.
12. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite.
13. Documentation of Tuberculin-free condition and health screening on an annual basis.

**Physical Demands:**

- Be able to lift 25-50 lbs.
- May need to climb stairs and walk distances.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

- Work is generally performed offsite in a non-traditional environment.

**Employee Acknowledgment:**

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE