



## Early Head Start Home Based Educator

### POSITION OVERVIEW:

The Early Head Start Home Based Educator is responsible for maintaining an open, friendly and cooperative relationship with participant families; and promoting positive parent-child relationships through weekly home visits to each enrolled child and family in accordance with the policies, procedures, and philosophy of Macon Program for Progress Board, Policy Council, and Administration for Children and Families.

### ESSENTIAL DUTIES:

- Implements a designated developmentally appropriate researched-based early childhood home-based curricula for each child and family in the home setting.
- Ensures all home visits focus on promoting high-quality early learning experiences in the home. Follows up with the families to discuss learning experiences provided in the home between each visit, address concerns, and inform strategies to promote progress toward school readiness goals.
- Conducts home visits to facilitate the delivery of all Head Start component areas as outlined in the Head Start Performance Standards.
- Conducts one home visit per family per week that lasts an hour and a half and provide a minimum of 46 visits per year. Visits should incorporate all Head Start component's and assist the family in developing ways to use household resources in providing learning experiences for children.
- Facilitates 22 group socializations activities distributed over the course of the EHS program year. Ensures that group socializations are planned jointly with families, conducted with both child and parent participation, occur in a classroom, program facility, community facility, or field trip setting as appropriate, and should be 2 ½ to 3 ½ hours in duration based on the children's age and developmental levels.
- Conducts developmental screenings, within 45 days of the first home visit, ensuring proper administration of the screening and assessment information and accurate results.
- Records observations from home visits and socializations using anecdotal records and assessment systems according to program policies and procedures. Uses child assessment information and observations to make appropriate referrals as needed.
- Formally reviews each child's progress with parents three times per year to help guide parents in planning and implementing home visit activities and follow-up home activities.

### REQUIREMENTS:

- Associate's degree in early childhood education, Child Development or Human Services is required.
- Infant/Toddler CDA is preferred.
- Two or more years in Early Childhood, social services, or a family support program is preferred.
- Proficient oral and written communication skills.
- Bi-lingual (English / Spanish) preferred.
- Working knowledge of Microsoft Office Products.
- Ability to maintain professional relationships with parents.

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