

EMPLOYEE JOB DESCRIPTION

Position Detail	
Position No.	EC001
Position Title	Family Educator
Division	Early Childhood Services
Unit	
Overview	Responsible for delivery of direct services in areas of classroom instruction, social service, health education, and parent involvement. Responsible for proactive participation in center jobs identified to support the overall operations of the center.

<p>Job Responsibilities</p>	<p>Education:</p> <ol style="list-style-type: none"> 1. Plan and implement classroom curriculum with program staff, parents and volunteers. 2. Conduct one home visit (Individual Learning Plan follow-up) and two Education parent/teacher conferences (initial Individual Learning Plan and transitions) with each assigned family. **Full year Family Educators will complete a third parent/teacher conference (Individual Learning Plan update). 3. Provide on-going assessments of each child's individual development using appropriate screening and assessment tools and develop Individual Learning Plans with parents. 4. Assist parents in developing ways of using household resources in educational activities with their children. 5. Work with the Health/Disabilities Consultant and appropriate school district personnel to coordinate services to children with special needs. 6. Provide home based services as needed in approved circumstances. 7. Develop and implement annual kindergarten transition plans with parents and school district. <p>Family Services:</p> <ol style="list-style-type: none"> 1. Responsible for recruitment in service area, maintain classroom enrollment and waiting list in accordance with policy guidelines. 2. Provide and ensure direct supportive services, information, referral and follow-up to families. 3. Facilitate parent meetings. 4. Identify and facilitate parent training needs, and potential community trainers. 5. Plan and implement parent involvement and child/family activities. 6. Ensure documentation of parent and community involvement, and donations (In-kind). 7. Ensure completion of family partnership agreement and goal plan with all enrolled families. 8. Conduct a minimum of three home visits a year including enrollment and getting acquainted, family partnership agreement and health and FPA follow-up, with other follow-up as needed. 9. Maintain record keeping for parent involvement activity funds. 10. Contact families when child has been away from school for four consecutive days without contact. 11. Ensure that parent information board and notebook are up to date. <p>Health:</p> <ol style="list-style-type: none"> 1. Assist and educate families in assuming the primary responsibility for their own health care and link family and child into an on-going health system. 2. Track and maintain individual medical, nutritional, dental and immunization records on program children, and follow-up as needed. 3. Provide health education to families and children through curriculum and outside resources. 4. Assist and facilitate health screenings, physical and dental examinations, hearing and vision screenings, and growth assessments, as coordinated by Health and Disabilities Consultant. 5. Work in conjunction with Health and Disabilities Consultant on local health issues.
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Communication/Coordination:

1. Contribute to annual social service, parent involvement, health and education work plans.
2. Prepare and submit monthly exception reports as required.
3. Maintain family files with accurate and updated information in a timely and organized manner.
4. Publish a monthly parent newsletter calendar with attached menu in collaboration with center team.
5. Assist parents in attending policy council and health advisory meetings.
6. Work with school district transportation supervisor and bus driver to establish bus routes as applicable.
7. Order and maintain equipment and supplies for program and classroom operation.

Staffing

1. Participate and support implementation of staffings.

JOB EXPECTATIONS FOR ALL POSITIONS

Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with Family and Community Partnership.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational, and cultural backgrounds.
5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program's codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar, personal work schedule, and monthly timesheets.

Program

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in the conduct of community needs assessments.
6. Serve as liaison between families, center, community and grantee administration.
7. Be an active participant on a program committee.
8. Generate and document in-kind contributions.
9. All staff will be required to participate in program activities outside of their normal work hours and scheduled work days.
10. Participate in program evaluation.

Staff/Professional Development

	<ol style="list-style-type: none"> 1. Participate in pre- and in-service training. 2. Develop and maintain positive attitudes toward personal development and on-going training. Demonstrate ability to implement new skills and use new information. 3. Develop an individual performance/growth plan (with assistance from peers, supervisor and consultants) to ensure competency. 4. Document trainings and other professional development activities in professional portfolio. 5. Attend local or out of town training as required.
Qualifications	<p>Preferred:</p> <ol style="list-style-type: none"> 1. Four-year degree in the field of Early Childhood Education or four year degree in related field with 22 quarter units in Early Childhood Education. 2. Three years of successful work experience with preschool age children and adults. of diverse backgrounds. 3. Three years of successful work experience with Head Start/ECEAP program. <p>Required:</p> <ol style="list-style-type: none"> 1. Two-year degree in Early Childhood Education or two year degree in related field with 22 quarter units in Early Childhood Educations. 2. Three years successful work experience with preschool age children and adults of diverse backgrounds. 3. Within thirty days of hire date, a physical exam which results in a letter stating person is free of communicable disease. 4. By employment date, TB skin test (needed once every five years). 5. Within thirty days of hire date, First Aid and Infant/Child/Adult CPR cards. 6. By employment date satisfactory results from criminal check required by Child/Adult Abuse Act. 7. Valid Washington State driver's license, proof of current auto insurance and maintain a safe, insurable driving record. 8. Within thirty days of hire date, obtain a Food Handlers Permit. 9. At licensed sites, submission of childcare center licensing background check upon hire. 10. Within thirty days of hire date, successful completion of Blood Borne Pathogens training. 11. Within thirty days hire date, successful completion of Child Abuse and Neglect training..
Physical Requirements	<ol style="list-style-type: none"> 1. Able to travel throughout service area. 2. Able to communicate with children on their level as necessary.
Special Requirements	
Supervisory Responsibilities	Classroom Aide, Assistant Teacher
Number of Staff Supervised	0

Position Supervisor	Center / Staff Supervisor
Job Location	
Salary Grade Range	ES 07-01 (Required) qualifications; ES 08-01 (Preferred) qualifications
Work Schedule	Monday - Friday, hours/week - variable by Head Start location
Position Assignment	Regular
Job Category	2 - Professional
EEOC Code	
Labor & Industries Code	5308
Standard Occupational Classification (SOC) Code	25-2011
FLSA	Exempt
Date Last Modified	04/14/2008
Employee Position Requirements	
Physical Exam	Yes
TB Test	Yes
Hepatitis B / Waiver	Yes
DSHS Criminal Check	
Food Handler Permit	Yes
Child Abuse Prev Training	Yes
Bloodborne Training	Yes
CPR Adult	No
CPR Infant/Child/Adult	Yes
First Aid	Yes
Tetanus Vaccination	No
Signatures	
Employee: PRINT NAME	
Employee Signature	
Signature Date	
Supervisor Signature	