

Tompkins Community Action

an active community can produce powerful change

JOB TITLE: Teacher – Home Visiting (HV)
STATUS: Non-Exempt
DEPARTMENT: Family Services
SUPERVISOR: Family Engagement Manager

Job Summary:

Responsible for implementing an Early Head Start/Head Start home visiting education program for children (birth to 5 years) and families including pregnant mothers; implementing adopted curriculums to encourage active exploration, physical, cognitive and social/emotional development of children by providing resources and modeling that support effective and nurturing adult-child interactions. Utilize developmentally appropriate strategies and individualization to ensure planning and adult-child interactions support the growth of children and family goals. Complete and utilize anecdotal notes as the basis for individualized planning, completing assessments, family progress conferencing, reporting and supporting child/family program transitions. Meet program plans that support School Readiness and Family Engagement framework outcomes and provide quality, integrated service delivery to families and their children in their homes throughout Tompkins County

Job Responsibilities:

Program Delivery: (80%)

School Readiness:

- Implement all aspects of the High Scope curriculum into home program delivery, once a week for a minimum of 1.5 hour visits.
- Actively engage families in lesson planning that include all educational domain areas, providing resources that support parent/guardian education and developmental domain learning.
- Utilize supportive curriculum enhancements to meet program delivery goals and enhance school readiness and family engagement outcomes.
- Complete developmental, social and emotional screenings for children within forty-five (45) days of entry into program utilizing designated assessment tool.
- In coordination with Parent/Guardians, create and implement Individualized Child Goal Plans that promotes a child's progress across Early Learning Outcome Framework that meet a child's developmental level and increases their active participation in learning.
- In coordination with Parent/Guardians, create and implement Individualized Service Plans, as needed, to support learning experiences.
- Provide inclusive and developmentally appropriate planning that support children with disabilities; and provide access to department resources, staff and consultants for families
- Incorporate strategies into visit planning that support children's Individualized Plans
- Engage in visit opportunities that support the development of children's cognitive and language skills
- Include cultural, ethnic and linguistic diversity; and promote interaction and language use between children and adults
- Assure physical development is promoted by integrating home indoor and outdoor space, promoting active play and movement
- In coordination with the Parent/Guardian, plan and implement nutrition activities, utilizing the LANA curriculum as a guide; and dental health activities, utilizing Cavity Free Kids curriculum as a guide.
- Regularly observe children, and maintain concise anecdotal notes for assessment in the Child Observation Record; posted online weekly.
- Prepare Child Progress reports reflective of child assessment data, observations and all relevant information pertaining to the child's development.
- Actively engage with Home Visiting Teachers to create program Socializations for children and families twice a month.
- Collaborate with Specialists, Consultants and Agency staff to support children and families services

Family Engagement:

- Maintain an open, friendly and informative relationship with children's families that encourage their participation in the program.
- Offer families opportunities to increase their developmental observation skills by providing information that encourages participation in their child's learning and development.
- Create and encourage family volunteer opportunities in program socializations and program events.
- Employ a culturally competent and flexible approach when working with various cultures by supporting the home language, culture, and the family composition of each child
- Collaborate with program staff to support family's program option transitions; includes engaging families and coordinating with community partners in planning and implementing strategies that ensure successful transitions, including the transfer of records.
- Participate in Child/Family Planning with program team as outline in Family Services Procedures.
- Provide information and encourage family involvement in Policy Council and parent committees, includes participation in meetings.
- Maintain documentation of daily, weekly and monthly communication with families, including both verbal and written as defined in Department Procedures
- Provide Parent/Guardian conferencing opportunities at regular intervals and when requested by families.
- Create individualized Family Partnership Agreement that identify interests and self-determined goals; providing solution building as well as agency and community resources to enhance success.
- Provide resources for children and families to acquire auxiliary community services as needed, including family and adult education opportunities.
- Support and participate in program recruitment and community involvement activities, as requested - may include nights and weekends.
- Supervise Parents/Guardians, Interns and Community members as Volunteers at socializations and program events.

Health, Safety and Security:

- Actively ensure the health and safety of all children and families
- Ensure socializations provide a healthy and safe physical environment for children and families to prevent and reduce injuries and illness; notifying Supervisor of any unsafe condition in a timely manner
- Promote children's security and attachment by responding promptly and consistently to their needs
- Support child social and emotional development and self-awareness; encouraging trust-building and fostering independence; support creating routines and transitions according to child's needs; assuring opportunities for developing feelings of competence and self-esteem in coordination with families
- Support families in enhancing their child's strengths by encouraging self-control through setting clear, consistent limits and having realistic expectations.
- Maintain current knowledge of individual children's special needs; including medical, nutrition, and education Individualized plans.
- Coordinate with Food Services Manager to ensure Socialization event food service delivery is consistent with program goals and CACFP guidelines.
- Maintain current knowledge of individual family's special circumstances, such as: child custody and restraining order documentation.
- Maintain knowledge of, and act as, Mandated Reporter; follow guidelines and complete documentation as defined in Department Procedures.

Reporting: (15%)

- Complete Home Visit Record form, including documenting individualized children and family involvement activities
- Complete, in collaboration with parents, monthly lesson planning form.
- Prepare Child Progress Reports reflective of child assessment data, observations and all relevant information pertaining to the child's development
- Submit Child Observation Record Summaries for each child, four (4) times per year as defined in Department Procedures.
- Complete monthly Home Visitor Teacher reports, as defined in Department Procedures, and submit to Supervisor
- Complete Family Assessments, identifying and tracking related community family resources reported on the Family Partner Monthly Report
- Prepare End of Year and Parent/Guardian reports, as defined in Department Procedures, review with and submit to Supervisor
- Maintain accurate, objective, complete, timely and well organized child and family records, including needed and required releases and permissions as defined by Department Procedures.
- Immediately report facility and equipment issues or repairs needed to Supervisor

Other: (5%)

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction and all program funders; must understand, comply with, and implement Head Start Program Performance Standards and NYS Office of Children and Family Services Child Care Regulations.
- Establish and maintain nurturing responsive practices and interactions that foster trust and emotional security for children and families; providing consistency in service delivery through regular home visits and family communication, maintaining 99% work schedule attendance.
- As defined in Program Event Calendar and Schedule, participate in Program Events and Community Activities; may include nights and weekends
- Attend all trainings as defined in Department Training Plan; missed trainings will require individual "make-up" completion as directed.
- Expand knowledge base and identify professional development opportunities; completing Professional Development Plan annually with Supervisor and Specialist staff.
- Meet regularly with Supervisor and submit all requested and required reports
- Participate in Home Visiting staff meetings, as active team member, to enhance and expand the program, problem solve and increase efficiencies.
- Collaborate with and support all program staff; sharing resources, techniques and solutions to enhance quality program service delivery.
- Participate in Department Annual Self-Assessment
- Other duties and responsibilities as assigned; may include nights and weekends

Required Knowledge, Skills, and Abilities:

- Ability to work in professional manner, with diverse groups and individuals, in all work scope situations
- Ability to read, understand and follow performance standards, regulations and procedures
- Computer literacy including: spreadsheet and word processing
- Strong planning and organizational skills, attention to detail and work prioritization
- Excellent communication skills; written and verbal
- Excellent interpretation and problem solving skills
- In depth knowledge of the principles of child growth and development; how children acquire language, creative expression and develop physically, cognitively, and socially; including understanding and acquired skills to support children with special needs
- In depth knowledge of early childhood development, educational, mental health, and health / nutrition needs
- Working knowledge of Adult Learning

On-going Clearance:

- Satisfactory clearance: NYS Division of Criminal Justice Services and NYS Central Register of Child Abuse and Maltreatment
- Complete and maintain First Aid & CPR certifications.
- Complete annual Mandated Reporting Training Certificate
- Physically able to bend, stoop, kneel, climb, run short distances, stand for long periods and lift up to 50 lbs. Medical and Sick Leave absences require *Return to Work Clearance* documentation.
- Bi-Annual satisfactory physical including TB test (Mantoux or Chest X-ray)
- Meet TCAction criteria for satisfactory driver's license in order to access agency owned vehicles and access to personal transportation for work related activities.

Minimum Qualifications:

- Associate Degree in Early Education or Family Services with 12 credits in child development **OR** Child Development Associate (CDA) Credential with specific Home Visiting training
- Two (2) years' work experience meeting position competencies

Print Name: _____ **Signature:** _____ **Date:** _____