

## Job Description

### RECRUITER/ HOME-BASED TEACHER SUBSTITUTE

PACT for West Central Illinois

#### **ESSENTIAL FUNCTIONS**

1. Recruits eligible families for Head Start and Early Head Start within the eight county service area on an ongoing basis throughout the year.
2. Completes Prospective Student Intake Forms to finalize determination of child/family status.
3. Maintains contacts with school districts, community businesses, social service organizations etc. to obtain child/family referrals throughout the year.
4. Represents PACT at community school, health, family, and social service fairs/functions to disseminate recruitment materials, obtain referrals and complete applications.
5. Serves as a substitute home based teacher for EHS teachers who are absent for vacations, family leave or other approved long-term absences or when a position is vacant due to staff turnover.
6. Plans with the family the content of home visits and socialization activities, utilizing the Parents As Teachers Foundational Curriculum and following the guidance of the regular home based teacher.
7. Arranges logistics for and conducts socialization and parent activities providing leadership and assistance as needed in the absence of the regular staff assigned to the family. Provides a developmentally and culturally appropriate environment.
8. Prepares and submits records including, but not limited to the following: time and mileage, inkind, home visit and socialization lesson plans, attendance, enrollment applications, and other recruitment forms.
9. Engages in mutually respectful goal-oriented partnerships with families. Visits assigned families once each week for one and one-half hours or one and three-fourths hours for families with two children, working with parents or other primary care givers as a substitute staff.
10. Develops, refines, and uses a wide repertoire of teaching strategies to enhance Children's learning and development. Enhances parent-child relationships and supports parents' role as the first and life-long educators of their children.
11. Serves as an advocate for participants with the program staff, agencies and the community.
12. Plans and completes developmental screenings and ongoing assessment on children when the regular teacher is absent for a sustained period of time.

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13. Ensures the health and safety of children during all program activities. Maintains confidentiality of family and program records and information.
14. Provides for socialization meal management according to all applicable rules and regulations. Provides dental, nutrition, and health activities and education to families.
15. Provides services to children with special needs in accordance with agency policies and procedures, making adaptations as necessary.
16. In the event of a long term absence of the assigned home based teacher, provides referrals and follow-up on family social service needs and child health screenings and follow-up, including relevant paperwork.
17. Assumes the responsibility for the familiarity of and compliance with all Head Start Performance Standards, work plans, and Standard Operating Procedures. Attends all staff meetings and training activities. Supports the agency's mission and philosophy.
18. To the extent able, performs such other duties and responsibilities as assigned by Supervisor, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director or a Supervisor from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

### **QUALIFICATIONS**

Requires the commitment to Parents as educators of their own children.

Requires educational equivalent completion of the 12<sup>th</sup> grade and 21 years of age.

Requires an Associate Degree or higher or a valid home based Child Development Associate (CDA). If employee has a degree not related to Early Childhood, they must take a minimum of four classes in Child Growth & Development.

Requires two years of supervised experience working with children in early childhood education if employee does not have a 2 year degree or 60 credit hours in ECE or related field (Parents as Teachers Certification requirement).

Requires knowledge or prior experience in child development and early childhood education and the principles of child health safety and nutrition.

Requires knowledge and experience in family dynamics, adult learning principles and skilled in communicating with and motivating people.

Requires knowledge of community resources and the skills to link families with appropriate agencies and services.

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Requires ability and willingness to follow and comply with written and verbal directions, assignments and instructions from appropriate Supervisory staff.

Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff, and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of clients, and submit required program materials according to agency time lines.

Requires ability to complete evening and/or weekend home visits in order to accommodate parent needs and maintain enrollment.

Requires the ability to travel area wide, and to access the homes of clients and socialization sites within a designated territory. Requires reliable transportation, a valid Illinois drivers' license and proof of agency requirements for automobile insurance.

Requires the ability to tolerate varying weather conditions and temperatures in visiting clients' homes and socialization sites.

Requires the ability to pass a medical examination certifying freedom from communicable disease upon offer of employment.

Requires the ability to lift and carry program materials and supplies into offices, and homes, up to 30 lbs, or to assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor. Lifts, carries, and holds children up to 75 lbs. Assists children with physical, behavioral and emotional needs.

Requires visual and auditory ability in order to ensure the safety of children at all times in the classroom, on the playground and on field trips.

Requires the ability to work well with young children using developmentally appropriate practices in the classroom, on home visits and field trips.

Requires the ability to use the telephone and other office machines, and to learn and comprehend word processing systems and classroom computer programs.

Requires the willingness/ability to learn new skills through workshops, conferences, and resources in order to enhance job development skills.

REPORTS TO: Home-Based Education Coordinator

EMPLOYED: 40 hours per week, 50 weeks per year

SALARY: \_\_\_\_\_

OVERTIME STATUS: Non-exempt

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