

**Title:** Home-Based Teacher

Revised: 8/2011

**Class:** HS-4 or HS-3 (See Qualifications)

**Supervisor:** Child & Family Services Manager

**Office Location:** To be Assigned

**Job Summary:**

The Head Start Home-Based Teacher is responsible for planning, organizing and directing the daily educational and social activities of the preschool children enrolled in the Home-Based Program. The work also requires direct contact with the parents to involve them in planning and cooperating with the Home-Based program. The Home-Based Teacher is required to conduct 32 home visits per enrolled family (1 per week) and provide for groups of children to attend the Head Start Center on 2 days per month or 34 days per year. The Head Start Home-Based Teacher case load is 12 families/children. The work is performed under the general supervision of the Family Services Manager(s) and within guidelines established by federal and state agencies. Positions in this class differ from those in the other classes of teachers on the basis of the acceptable training and experience levels established as part of the teacher career development program of the agency.

**Job Responsibilities:**

- Assists families with referral to local agencies for special educational evaluations; preparation and participation in IEP meetings and assist in placement decisions;
- Refers families to local service agencies when additional services/support is needed;
- Required to complete at least two parent conferences and two home visits per year with each family;
- Plan and attend center monthly parent meetings;
- Completes developmental and social emotional screenings on children within 45 days after enrollment;
- Ensures the availability of necessary developmental program materials;
- Meets with families to discuss child's development and progress; develops child and family goals;
- Documents and reports instances of child abuse as required by law;
- Follows Head Start and USDA nutrition guidelines;
- Recruits required number of children for enrollment and obtains family income data;
- Plans and facilitates Head Start Center Parent Orientation;
- Works directly with children, ages 3-5 years, supervising their individual and group learning, indoor and outdoor play activities, field trips, music and art, hygiene and nutrition programs;
- Assesses educational and emotional development of each child and, in cooperation with parents;
- Designs an educationally comprehensive program to meet the individual needs of children enrolled;
- Plans each day's activities to fulfill the overall program requirements;
- Ensures the availability of necessary program materials;
- Maintains a complete record keeping system on each child's educational progress, behavior and health, and parental concerns, referrals and contacts made for special needs;
- Works with parents, individually in homes, and through parent meetings to orient them to Head Start and to involve them in their child's education;
- Solicits and trains parent volunteers for the center;
- Refers to, and advocated for family with other agencies where necessary;
- Serves as a role model and demonstrates proper child development strategies/techniques to parents;
- Completes monthly reports required by funding and licensing authorities;
- Supervises and evaluates performance of teacher aide;

- Attends staff meetings, in-service training, etc;
- Maintains center cleanliness and order;
- Assures compliance with state and federal codes;
- Maintains good relationships with other community agencies;
- Refers families to social service agencies; and
- Recruits parent representative to Policy Council.

**Supervisory Functions: Supervises Teacher Aide, Special Needs Aide, Interpreter/Aide, Student Teachers and classroom volunteers**

**Qualifications:**

- The State of Wisconsin's Division of Day Care Licensing requires that those who work more than 20 hours per week shall participate in at least 25 hours of continuing education each year. Those who work 20 hours or less per week shall participate in at least 15 hours of continuing education each year. HSCFDC maintains procedures to ensure compliance with this policy.

- After assuming the position, and when offered by the Agency, obtain the Head Start Social Services Credential;
- Thorough knowledge of preschool child's mental, emotional and social development process;
- Ability to work with preschool children as well as with parents;
- Ability to plan and direct the work of others, and to secure their cooperation;
- Demonstrated computer literacy in email and word processing applications;
- Ability to prepare and maintain records and reports;
- Ability to demonstrate creative problem solving skills, patience, good judgment, and resourcefulness in agency work;
- Ability to pass criminal background check and health screening; and
- Possess a valid driver's license and access to an insured motor vehicle; required to travel for home visit purposes.

**HS-4 HOME-BASED TEACHER QUALIFICATIONS**

*\* By October 1, 2011 each Head Start classroom in center-based programs staff must have a teacher who has at least one of the following:*

- *A baccalaureate of advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children or;*
- *A baccalaureate degree in any field and has been admitted into the Teach For America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in a Teach For America summer training institute that includes teaching preschool children and is receiving ongoing professional development and support from Teach For America's professional staff.*
- *Hold a valid Teaching License from the Wisconsin Department of Public Instruction;*

**HS-3 HOME-BASED TEACHER QUALIFICATIONS**

- Completion of a high school education or equivalent; and
- Completion of a Child Development Associate (CDA) credential; and

- A minimum of 120 working days experience providing direct child care as a childcare worker or volunteer in a licensed day care center, Kindergarten, or early childhood program prior to assuming the position; or

- An associate degree in early childhood education; or

- An Associate degree in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children;

\*Current and former Head Start parents are given preference for hire into positions for which they are qualified.

\* Candidates for hire into all HSCFDC, Inc. positions must be comfortable working with diverse ethnic, racial, and religious background of the communities in which they are applying for work, and must be able to effectively communicate with the children and families of this community