

## **JOB DESCRIPTION**

**PROGRAM:** Head Start  
**JOB TITLE:** Teacher/Home Visitor Floater  
**JOB CLASSIFICATION:** Preschool Teacher/Home Visitor  
**PAY GRADE:** HS7

### **JOB SUMMARY**

This is a specialized position at the full performance level. Work will be throughout the school year and will "float" to various program locations based on program need, as determined by the Preschool Deputy Director and the Home-Based Supervisor. There will be two different types of assignments, which will be consecutive and will not overlap. One role will be to provide specific support to a Teacher or Home Visitor on a temporary basis, working with staff to assist in such areas as behavior management, group management, and to help with special needs children or in any other area necessary. A separate role will be to replace a regular Teacher or Home Visitor in his or her absence, or to fill a Teacher or Home Visitor vacancy on a short-term basis. Work includes contact and communication with parents, program staff, and community agencies. Head Start program managers, staff, and families keep children safe by creating a culture of safety. Everyone contributes to an environment that allows people to speak up about safety concerns. They also make it all right to talk about mistakes and errors and encourage learning from these events. Children are safer when everyone works together to improve the strategies they use in homes, centers, and the community.

### **SUPERVISORY RELATIONSHIPS**

**Reports To:** Preschool Deputy Director and Home-Based Supervisor

**Supervises:** Classroom Aide, Teacher Assistant (when in Center-Based), and Volunteers

### **QUALIFICATIONS**

- Bachelor's or higher degree in Early Childhood Education or Child Development, preferred; or, bachelor's or higher or associate degree in a related field;
- Minimum of one year of experience working with young children; and,
- Bilingual English-Spanish is desirable.

### **GENERAL REQUIREMENTS**

- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check prior to hire;
- Recognizing and Reporting Child Abuse training completed within 90 days of hire;
- Physical examination prior to hire;
- Tuberculosis test prior to hire;
- Computer training and/or documented proficiency with popular word processing, spreadsheet, and database software; experience with and/or training in Microsoft Office products particularly Word, Excel, and Access are preferred;
- Valid driver's license and vehicle with adequate insurance coverage available for daily use;
- Physical ability to perform essential job functions without any health restrictions, including the ability to stand, walk or sit for long periods of time, lift and carry up to thirty pounds, have unrestricted use of the upper and lower body, corrected or uncorrected hearing and vision

## **JOB DESCRIPTION**

### **Teacher/Home Visitor Floater**

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within normal ranges, a clear speaking voice and other abilities necessary to ensure child safety in the classroom, other group areas and when in the community, such as but not limited to the following:

- Ability to bend, squat, reach, kneel, and climb stairs;
  - Ability to move from a sitting to standing position quickly, safely, and without difficulty;
  - Ability to chase an eloping child;
  - Ability to join the children's active play including jumping and running indoors and outdoors; and
  - Ability to assist children with diapering, toileting, and change of clothing requiring lifting, bending, and squatting.
- Current PedFACTS (Pediatric 1<sup>st</sup> Aid) and CPR certification;
  - Flexibility and ability to work in different settings on a short or long-term basis;
  - Nontraditional work hours, as required, including, but not limited to, evenings and weekends;
  - Obtain certification from Parents As Teachers in the Foundational and Foundational 2 home visiting curricula. Renew certification annually as required by Parents As Teachers; and,
  - Other job-related training, as assigned.

### **SPECIFIC DUTIES**

- ❖ In the absence of a Teacher or Home Visitor, performs all the job functions and specific duties of the Teacher or Home Visitor, per the job descriptions for each job, depending upon assignment;
- ❖ Works as a team member with a Teacher or Home Visitor and other Head Start staff to provide additional support in special circumstances based upon classroom needs;
- ❖ A representative list of classroom duties that apply to both the Teacher and The Home Visitor jobs follows. In the event of a longer-term assignment to the Home-Based Program option, the full Home Visitor job description will apply, including comprehensive home visits and day-to-day supervision by the Home-Based Supervisor.
  - **Establishes and maintains a safe, healthy learning environment:**
    - Maintains a well-arranged, orderly room that provides direction and a sense of organization;
    - Provides materials appropriate to the developmental levels and learning styles of children;
    - Keeps materials in good repair and stored in a safe, orderly fashion;
    - Establishes and implements a positive routine adapted to the needs of the children;
    - Encourages daily health routines with children, including tooth brushing and hand-washing;
    - Provides adequate supervision, insuring the safety of active children; and,
    - Plans emergency procedures, maintains emergency information, and initiates emergency action when necessary.
  - **Advances children's physical and intellectual competence:**
    - Promotes physical development of children;
    - Provides a variety of opportunities for creative expression; and,
    - Plans for a multisensory classroom environment.
  - **Supports children's social-emotional development and provides positive guidance:**
    - Provides children with opportunities for success through individual, small group and large group activities;
    - Involves children in all phases of self-care (dressing, eating, toileting, etc.);

**JOB DESCRIPTION**  
**Teacher/Home Visitor Floater**

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- Utilizes appropriate group management techniques;
- Eats with children, modeling proper table manners and sharing the same menu; and,
- Includes multicultural and multiethnic materials, displays, and activities in curriculum planning.
- **Establishes positive and productive communication with families:**
  - Schedules and makes periodic home visits;
  - Maintains contact with parents through calendars, verbal, and written communication, phone calls, posted information, and other similar modes;
  - Attends parent meetings and participates in appropriate parent activities;
  - Involves parents in the education plan for their child by sharing individualized developmental information;
  - Encourages parent participation and self-development;
  - Develops and provides parent packets for each family;
  - Stresses the importance of parent cooperation with the program's confidentiality policy; and,
  - Explains legal mandate to report child abuse and neglect to parents.
- **Carries out supplementary and planning responsibilities:**
  - Evaluates each child;
  - Plans developmental goals for each child through the use of daily curriculum, individualized objectives, and long-range goals;
  - Develops and carries out Individual Education Plans for special needs children;
  - Evaluates the success of plans;
  - Maintains accurate, up-to-date records (Home Visit Reports, Progress Reports, inventories, Family Contact Logs, time sheets, children's files, and other related records);
  - Monitors food reimbursement and petty cash budgets;
  - Plans, organizes, reports, and participates in educational field trips;
  - Participates in staff meetings, in-service sessions, class staffing, transition meetings, and other appropriate meetings;
  - Makes referrals to appropriate Head Start services coordinators and to outside agencies; and,
  - Supervises classroom aide and volunteers; supervises teacher assistant in center-base classrooms.
- ❖ Acts as a member of the Head Start team; and,
- ❖ Performs other duties as assigned.