

Itinerant Teacher HS/EHS

Purpose Statement

The job of Itinerant Teacher HS/EHS is done for the purpose/s of providing or arranging for comprehensive services for up to 12 assigned children age 0-5; planning and implementing parent activities including parent education parent groups and parent participation in all aspects of the program; conducting outreach and recruitment activities and implements enrollment procedures for children; and making weekly home visits and bi-weekly socialization opportunities in accordance with the Home-Based Service Plan.

This job is distinguished from similar jobs by the following characteristics: 6 units infant/toddler development is required for EHS positions.

This job reports to Site Coordinator HS/EHS

Essential Functions

Administers developmental testing programs for the purpose of assessing student competency levels and/or developing individual learning plans.

Advises parents and/or legal guardians of student progress for the purpose of communicating expectations, student's achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment.

Assesses student progress towards objectives, expectations, and/or goals for the purpose of maintaining and developing strategies that align with program and school readiness goals.

Assures each enrolled child and his/her family receives the support and services required by Performance Standards (e.g. health, dental and developmental screenings are completed within the established timelines; concerns are followed up to resolution; develop appropriate goals for each child; update goals through on-going assessment and observation, etc.) for the purpose of providing individualized learning plans.

Collaborates with education and family support staff, other school personnel, and parents for the purpose of ensuring that families and are supportive of school readiness goals and ensuring that families have the necessary resources to support their children's school readiness goals at home.

Collaborates with parent or primary caregiver (e.g. individual family plan based on the families assessed and expressed needs and interests; document progress toward successful completion of the plan, make referrals to agencies, document intervention and results, etc.) for the purpose of improving the overall quality of student outcomes, achieving established objectives in support of the Head Start/Early Head Start program.

Implements the outreach and recruitment plan (e.g. assist parents, primary care givers and expectant women to apply for enrollment in the Head Start/Early Head Start program, make community contacts, follow up on incomplete applications, etc.) for the purpose of ensuring barriers are removed that would preclude the enrollment of eligible children.

Implements parent education program (e.g. orientation, small group discussions, resources, home visits, opportunities for parents to be involved in their child's education program, notify Service Area Manager of parent training needs, etc.) for the purpose of encouraging parent involvement and providing leadership to the program.

Models conversation, manners, clean-up activities, listening skills, etc. for the purpose of demonstrating appropriate social and interpersonal behavior.

Monitors the safety and supervision of children (e.g. visual supervision of children at all times at assigned site(s), following general safety rules, etc.) for the purpose of ensuring a safe environment for children.

Organizes age appropriate indoor and outdoor activities (e.g. plan and conduct group activities that contribute to social and physical development and cognitive growth of children, etc.) for the purpose of ensuring student participation in learning activities.

Participates in a variety of meetings (e.g. case conferences, parent conferences, IEP/IFSP, in-service and pre-service, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Prepares and maintains accurate records (e.g. child observation health and developmental screening, individualization, home visits and socialization plans, attendance, meal count, parent participation, conference reports, etc.) for the purpose of providing written documentation to ensure regulatory compliance of actions and services provided; providing information for parents on child readiness goals.

Provides services in the home that are developmentally and culturally appropriate for the purpose of providing an effective program addressing individual needs.

Provides resources, information, and/or referrals for families (e.g. mental health, child care, substance abuse treatment, education, employment training, income support, pregnancy, health needs, safety nutrition, translation, etc.) for the purpose of meeting the needs of the children and/or their families.

Responds to inquiries and emergency situations from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.

Other Functions

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Completion of Associates Degree required.

Required Testing:

Pre-Employment Health Screening
Pre-Employment Proficiency Test

Certificates and Licenses

Child Development Teacher Permit
Pediatric CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability
6 units infant/toddler development for EHS positions

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance
Proof of Influenza, Pertussis & Measles Immunizations

FLSA Status

Non Exempt

Approval Date

6/29/2018

Salary Grade

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