

TOKA NUWAN WAYAWA TIPI

POSITION DESCRIPTION

TITLE: FACE Home Based Educator

POSITION SUMMARY: Educator for FACE Home-Based conducts personal visits with families of prenatal to 5-year old children on a weekly or bi-weekly basis to provide research-based information on how children grow and develop and how parents can foster learning and nurture development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work as a member of the FACE team: recruiting, advertising, visiting families, writing newsletter articles, etc. to publicize program and encourage participation.
- Plan and deliver lessons, based on the PAT curriculum, to families (personal visits).
- Establish a weekly visit schedule and provide documentation of visits.
- Act as parent/child advocate: help parents access resources.
- Establish rapport with families.
- Attend required trainings.
- Plan and facilitate monthly Family Circle meetings.
- Collaborate with other agencies/programs.
- Facilitate regular child screenings and referrals as necessary.
- Complete required monthly reports, end-of-year report, and data collection for BIE.
- Keep program materials, equipment, and records secure and free from unwarranted wear and tear or vandalism.
- Maintain accurate records as required by program, school, and community.

PERIPHERAL DUTIES:

- Attend staff meetings.
- Other duties as assigned.
- During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly.

QUALIFICATIONS:

Education: Associate's Degree or equivalent required (Early Childhood preferred).

Experience: Early Childhood (ages 0-5) experience and working with adults/families is preferred.

Knowledge: Child development, adult learners, community resources.

Skills and abilities:

- Cultural awareness and appreciation.
- Eagerness to learn and continue individual professional growth.
- Flexibility and creativity, a good imagination, a sense of humor.
- Able to work in a professional manner, exhibiting independent work skills.
- Pleasant personality, eagerness to work with both children and their parents/caregivers.
- Able to work in a team setting.
- Understanding of the need for family support.

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- Sensitivity to the feelings and needs of undereducated adults, and respect for families.
- Able to use computer, digital camera, and other technology.
- Able to maintain confidentiality.
- Able to communicate verbally and in writing.
- Possess a valid driver's license.

PHYSICAL DEMANDS: Must be able to carry visit materials into homes. This includes books and manipulatives.

WORK ENVIRONMENT: Office space in school facility, school vehicle for driving to and from personal visits and families' homes. Personal visits are a major part of this position. (Environment on personal visits in the homes varies, generally unknown until time of visit, depending on individual circumstances.)

SUPERVISORY CONTROLS:

Immediately supervised by FACE Coordinator, with overall supervision by Superintendent.