YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: ITINERANT TEACHER – HEAD START

BASIC FUNCTION:

Under the supervision of the Head Start/Early Head Start Home Based Services Supervisor, provide or arrange for comprehensive Head Start services for up to twelve (12) assigned preschool age children. Plan and implement parent activities including parent education, parent groups, and parent participation in all aspects of the program. Conduct outreach and recruitment activities and implement enrollment procedures for preschool age children. Make weekly home visits, in accordance with the Home Based Service Plan. Plan and provide bi-monthly group activities for parents and children. Prepare and maintain detailed child and family records, and maintain confidentiality of all information acquired.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Assure each assigned preschooler receives the full range of services and activities of the Head Start program in accordance with Head Start Performance Standards and YCOE Head Start/Early Head Start goals and objectives.

Assure each enrolled child and his/her family receives the support and services required by Performance Standards; that health, dental and developmental screenings are completed within the established timelines; that any concern identified is followed up to resolution. In collaboration with the parent, develop appropriate goals and objectives for each child; update goals and objectives regularly through on-going assessment and observation.

In collaboration with the parent or primary care giver assess the health, social service and training/educational needs of each assigned family. Utilizing a case management approach, develop with each family an Individual Family Plan based on the family's assessed and expressed needs and interests. Assist each family to implement the Individual Family Plan; document activities and progress toward the successful completion of the plan. Make appropriate referrals to other agencies and follow up on all referrals acting as an advocate when needed. Work closely with the Family Support Services Manager to assist families in crisis. Document intervention and results of the intervention. Provide or arrange for transportation and translation when necessary.

Utilize developmental screening and observation to make appropriate referrals for assessment, and/or ancillary and/or support services. Participate in case management meetings, child study team meetings, IFSP/IEP meetings and other related activities. Incorporate IFSP/IEP goals and objectives into the weekly plan. Cooperate with speech therapists, physical therapists, psychologists, and other ancillary support persons.

Provide services in the home and center setting that are developmentally and culturally appropriate and designed to strengthen and support relationships between infants,

toddlers, preschoolers and their parents. Plan and provide significant opportunities for children to develop cognitively, socially and physically by strengthening the parent in his/her role as primary educator. Plan and conduct group activities that contribute to the social and physical development and cognitive growth of children. Assure parents are linked to community resources; and all Head Start service areas are integrated into the regular schedule of home visits.

Prepare and maintain accurate records, including child observation, health and developmental screening, individualization, home visit and socialization plans, attendance, meal count, parent participation, in-kind contributions, and others as directed, using proper spelling and accurate calculations.

Plan and implement opportunities for parents to be involved in their child's education program, in planning family objectives, and planning activities for themselves and other Head Start/Early Head Start parents.

Provide resources, information, and/or referrals for families in the areas of: mental health, child care, substance abuse treatment, education, employment training, income support, transportation, pregnancy, health needs, safety, nutrition, and other topics requested by the family or required by Performance Standards. Provide or arrange for translation and transportation as needed. Follow up referrals to assure that services were received and met the family's needs.

Implement the outreach and recruitment plan as directed. Assist parents, primary care givers and pregnant women to apply for enrollment in the Head Start/Early Head Start program. Make community contacts; disseminate posters and other information regarding enrollment; conduct door to door canvas of neighborhoods; follow up on incomplete applications. Maintain accurate records of applications.

Prepare individual comprehensive service files for each assigned child and family. Assure that all files are accurate and up-to-date. Use a computer and other office equipment to gather, record, retrieve, collate, copy, and disseminate information.

Notify Service Area Managers in the manner prescribed of parent training needs identified during the Family Assessment process. Work with parents, service area managers, and other staff to provide parent education in areas required by Head Start Performance Standards.

Participate in transition planning and implementation; comply with timelines and requirements for transition of children into and out of EHS and HS.

Attend case conferences, parent conferences, center meetings, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.

Comply with policies and procedures of YCOE Head Start/Early Head Start, Administrative Regulations, Head Start/Early Head Start Performance Standards, and applicable Federal and State Regulations.

Perform other job related tasks as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Infant, toddler, and child growth and development.
- Head Start and Early Head Start Performance Standards and Outcomes.
- Developmentally Appropriate Practice.
- Community Resources within Yolo County.
- Principles of case management.

ABILITY TO:

- Plan, organize and implement a child and family development program.
- Work effectively and maintain cooperative relationships with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs.
- Prepare and maintain detailed records accurately and in a timely manner.
- Communicate in the Spanish, Russian, or other primary language of enrolled families, highly desirable.

EDUCATION AND EXPERIENCE:

- BA or higher w/ 12 units of ECE, including + 3 units supervised field experience ***OR*** 24 units ECE/CD units, including core courses, + 16 GE units + 2 adult supervision units.
- Two years experience in an instructional capacity in a child care and development program.

LICENSES AND OTHER REQUIREMENTS:

LICENSE OR CERTIFICATES:

- Possess or eligible for Child Development Master Teacher Permit.
- Possess Pediatric First Aid and CPR certificate or obtain w/in 90 days of employment.
- Valid California driver's license.

REQUIREMENTS:

- Communicate orally and in writing using correct English usage, spelling, grammar, vocabulary and punctuation.

WORKING CONDITIONS:

ENVIRONMENT:
Multiple environments: classroom, client's home, office, community agencies and neighborhoods.
Travel from site to site within the county.

PHYSICAL DEMANDS:
Lifting children weighing up to forty-five (45) pounds.
Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
Dexterity of hands and fingers to manipulate specialized apparatus and other equipment.

Seeing to read a variety of materials and monitor student activities.
Hearing and speaking in order to exchange information.
Driving a vehicle to conduct work.

HAZARDS:
Exposure to bodily fluids and infectious diseases.

APPROVED:

_____	_____
Signature, Policy Council Chair	Date of Approval
_____	_____
Signature, Superintendent or Designee	Date of Approval