Branch ISD

Job Description

Job title:	Child Development Educator/Home Visitor for EHS (BA)	**Work Location:** Varies	
Classification: Non-Union		**Reports to:** Early Head Start/Early On Manager	
☒ **Full Time** ☐ **Part Time**	☐ **Substitute** ☐ **Temporary**	☒ **Exempt** ☐ **Nonexempt**	**Schedule:** Monday – Friday, 8 hours/day

Position Description:

Supporting parent/child relationships with at-risk pregnant women, infants, and toddlers and their families through developmental parenting and family well-being that is long-term, intensive, comprehensive home-based support for the purpose of promoting attachment, meeting individualized family and child goals, and encouraging school readiness while reflecting with families in the process to reduce the incidence of child abuse and neglect.

Requirements:

1. Bachelor's degree or higher in areas of Family Services, Early Childhood Education, Child Development, Special Education, Social Work, Psychology or a closely related field.
2. 2-year minimum experience working with early childhood or direct work with families.
3. Infant Family Specialist Level II with MI-AIMH preferred; or ability to obtain endorsement.
4. Have and maintain a valid Michigan driver's license and safe driving record.
5. Provide your own reliable & insured transportation to travel independently to home visits within our community.
6. Adequate physical health and to successfully pass a physical exam before hire and there after every three (3) years, including TB screening.
7. Provide a criminal background check by digital fingerprinting.
8. Computer skills to access internet, email, online databases and curriculums/assessment tools.

Essential Functions:

1. Mental Tasks:
    a. Ability to understand written and oral instructions.
    b. Ability to demonstrate appropriate verbal and written communication when interacting with others.
    c. Ability to analyze data and prepare reports from various data for planning
    d. Ability to extrapolate information and present it as a finished document.
    e. Ability to be flexible under stressful situations.
    f. Ability to learn new technology to improve job performance.
    g. Ability to collaborate with a variety of teams and team members, including the family
    h. Ability to develop, implement, and evaluate plans.
    i. Ability to manage time and demonstrate basic organizational skills and prioritize duties.
    j. Ability to interpret verbal and written communications, directives, or suggestions for expectations.
2. Physical Tasks:
    a. Ability to sit for long periods of time; including on the floor in family living spaces.
    b. Ability to bend, squat, stoop and kneel while working with young children and/or equipment.
    c. Ability to drive a vehicle to home visits, meetings, conferences, and workshops throughout the state of Michigan.
    d. Ability to go into homes with steps and/or uneven terrain or other physical barriers.
    e. Ability to work a flexible schedule, including evenings and weekends, beyond an 8hr day, if necessary.
    f. Ability to write and type; requires manual dexterity.
    g. Ability to hear within normal range in order to communicate with staff and the general public.
    h. Sufficient visual ability to read written communications and print on monitors.
    i. Ability to lift and move objects of at least 30-50 lbs. at least ten feet or more, (i.e. files, books).
3. Equipment:
    a. Ability to utilize office equipment such as telephones, computers, (stand-alone and network), IPAD, printers, facsimile, modems, copiers, calculators, and other related equipment.
    b. Ability to utilize various software and web-based applications pertaining to curriculums and assessments.

Policy requirements:

4. Adhere to all Board policies, department policies and procedures including the personnel policies, and established administrative procedures, but not limited to:

a. Attendance
b. Business Procedures
c. Safety
d. Standards of Conduct
e. Personal appearance
f. Obtaining Parental Permission to participate

5. Attend all required meetings and submit required reports on time.
6. Maintain child/family records, objectives, and security/inventory of equipment and materials
7. Safely supervise children if assigned.
8. Maintain confidentiality within families, program and community.
9. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
10. Demonstrate acceptable ethical standards to the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
    a. Communicate clearly, effectively, and objectively in verbal and written exchange with staff, families, administration, and community.
    b. Communicate reflectively with families and with supervisors during reflective supervision.
    c. Maintain an environment that is conducive to child learning and collegiality with coworkers.
    d. Assist other personnel as needed.
2. Management and organization skills expected:
    a. Effectively organize work tasks/duties and prioritize appropriately.
    b. Complete documentation and work tasks accurately, on time, and without direct supervision.
    c. Ability to work independently and be self-motivated.
    d. Team player to assure orderly operation of the program and timely submission of reports and family/documentation.
3. Application of job knowledge expected:
    a. Obtain competency-based professional development and certifications/renewals annually and as needed per program requirements.
    b. Maintain the trust, confidence, and respect of other staff and parents that facilitates learning and safeguards mental, emotional and physical health.
    c. Working in family homes, office settings, playgroups, community settings, meeting the individual needs of child/family.
    d. Stay current in the academic field regarding best practice and compliance concerns through district-provided professional development opportunities.
4. Professional Expectations:
    a. Strong written/oral communication and interpersonal skills with families and with community agencies /partners.
    b. A willingness and flexibility to work evenings or other than regularly scheduled hours when necessary to meet the needs of families and the program.
    c. Ability to establish rapport with families and empower them by building on their strengths.
    d. Plan, provide and document personal visits using the PAT curriculum.
    e. Maintain all qualifications/certifications needed to continue in this position.

Duties:

1. Provide early education services in natural environments and through daily routines
2. Support enrolled families and/or pregnant women to have better birth outcomes and strengthen positive parent-child interactions through education, coaching and strategies to support development
3. Establish trust and rapport in order to engage at-risk families in services being non-judgmental, supportive, strengths-based approach. Support families in advocacy efforts for their child.
4. Administer screenings/ assessments per program procedures, guidelines, requirements to monitor developmental progress
5. Demonstrate knowledge of the Early Childhood Standards of Quality for Birth to Kindergarten and Head Start Performance Standards.
6. Develop family-centered plans of service focusing on strengths, goals, and needs of the family as part of IFSP (Individualized Family Service Plan) and/or FPA (Family Partnership Agreement) including transition activities including community resource connections.
7. Link families to resources in the community based on the family's needs, encouraging advocacy and follow through until needs met.
8. Provide in-home relationship focused services to infants, toddlers, and their families according to the intensity needed for each family based on the curriculum and program requirements.
9. Use written materials, videos, role playing, directed interactions, discussions, and or coaching of appropriate behaviors to facilitate educational sessions.

10. Assist in the planning and leadership for parent meetings and playgroups as assigned.
11. Maintain records in database system and within time frames and due dates.
12. Maintain time logs, travel logs, training logs, etc.
13. Provide transportation assistance as needed and as appropriate in district vehicles.
14. Participate in regular reflective and administrative supervision.
15. Represent Branch ISD in a professional manner by performing all job functions satisfactory or above level.
16. Perform other duties as assigned.

Employee Name:	**Employee Signature:**	**Date:**

The statements contained in this job description are intended to describe the general nature of the requirements and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all specifications and job duties of personnel so classified. This job description does not constitute a contract for employment.

Date Created: May 2022	**Revisions:** April 2025