

# **SPEED JOB DESCRIPTION**

## **Job Title**

Family Enrichment Program- Home Visitor

## **Supervisor**

FEP Supervisor

## **Position Guide**

Licensed Professional

## **Salary Range**

FEP Grant

## **Qualifications**

- Bachelor's degree preferably in Early Childhood, Elementary Education, Psychology or a related field.
- Home visiting experience preferred
- Fluent in Spanish ( written and oral)
- Demonstrate excellence in verbal and written communications.
- Experience with collaborative groups and processes in a student-centered environment.
- Ability to provide own transportation for home visits requirement
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

## **Essential Duties**

1. Assists in maintaining a safe, clean and healthy environment.
2. Collects student data to understand and implement the work standard set for each student progress.
3. Follows the set of rules and consequences that govern the handling of routine classroom procedures and student transitions.
4. Engages families in learning through discussion and other family participation and intervention while providing relevant examples and demonstrations to illustrate concepts and skills.
5. Provides positive feedback and effective reinforcement procedure to support individualized instruction and learning.
6. Interacts effectively with (a) family members, (b) educational team members, and (c) with the community at large.
7. Exhibits professionalism and is a role model.

## **Job Responsibilities**

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Attend all trainings for grant curriculum.
4. Schedule home visits bi-weekly.
5. Assists with parent and child social groups.
6. Assists with parent workshops.
7. Complete all paperwork in timely fashion.
8. Attends Reflective Supervision meetings.
9. Assists with transition planning from PI to Early Childhood.
10. Case Management duties for caseload families.
11. Assist with recruitment of families.
12. Responsible for all assigned families as well as family activities.
13. Other duties may be assigned.

## **Skills/Competencies**

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.

- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

**Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

**Terms of Employment**

- 180 Days
- Collective Bargaining Position

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date