

Even Start Family Literacy Program

Home-based Instructional Staff

Job Description

Home-based Instruction

(as a requirement of Even Start, typically programs include these responsibilities as part of the Parent Educator's role, however, they have been separated here in the event that local programs include these responsibilities as part of a different staff members role)

PRIMARY PURPOSE:

Empower parents to support the educational growth of their children
Work in a family-centered program and center your duties on the needs of the family

QUALIFICATIONS:

***Education/Certification:**

Minimum: Associate's Degree

Preferred: Bachelor's Degree

Must have a valid driver's license and dependable vehicle

Special Knowledge/Skills:

Strong communication and interpersonal skills

Must be familiar with the community and community support agencies

Knowledge of child development and effective parenting techniques

Must exhibit a willingness to assist in the personal development of low-income families

Must be flexible and adaptable to meet the needs of the families and program

Working hours must be flexible to accommodate work in the evening

Ability to communicate in native language(s) of program recipients

Experience:

Experience working in an educational, social services or family literacy setting

Experience working with parents and young children

Experience working with families with diverse cultural and economic backgrounds

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in the identification and recruitment of families most in need of family literacy services
2. Work closely with schools and community agencies to identify eligible families
3. Encourage families to attend regularly and to remain in the program a sufficient time to meet their goals
4. Assist in the screening and preparation of children and parents to enable families to fully participate in program activities and services
5. Provide and monitor integrated instructional services to families through home-based instruction
6. Foster self determination by helping parents learn skills they need to care for their family's needs
7. Conduct instructional home visits for _____ families on a monthly basis
8. Maintain documentation of home visits and other family contacts in family folders
9. Provide home visits with an instructional focus and educational objectives

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10. Instructional home visits are prearranged, planned and regularly scheduled on a monthly basis
11. Materials and approaches for the instructional home visit are tailored for each family
12. Demonstrate sensitivity to family culture and respect family boundaries
13. Coordinate instructional home visits with other service providers who make home visits to the same families
14. Ensure high standard of ethics by providing for family confidentiality
15. Participate fully as a team member
16. Make monthly contact to each student's teacher to monitor progress in school
17. Monitor progress of all Even Start family members at all times
18. Provide referrals to other agencies for their families as needed
19. Work collaboratively with other agencies to enhance services to families
20. Coordinate integration of early childhood and adult education activities into home visits with Early Childhood Specialist and Adult Education Instructors
21. Attend training relating to professional growth
22. Maintain knowledge of current family intervention strategies and child development practices
23. And other duties as assigned by supervisor

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Occasional district and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

* Educational qualifications in accordance with *The William F. Goodling Statute for Even Start Family Literacy Programs, Part B, Subpart 3 of Title I of the Elementary and Secondary Education ACT (ESEA), section 1235* and guidance document provided by the U.S. Department of Education, September 2003; and *NCLB, P.L. 107-110, Section 1119, Highly Qualified Teacher Requirements and Paraprofessional Qualifications.*