



**HEAD START (3 - 5 year olds) and  
EARLY HEAD START (Infants, Toddlers, & 2 year olds)  
Teacher, Home Educator, Floater Teacher, and Teacher Assistant  
Positions Available**

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves infants, toddlers, preschoolers, pregnant women and their families throughout Orange County including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

OCHS is seeking qualified staff to join our Head Start and Early Head Start team in the following positions:

**Head Start Teacher or Home Educator– At least one year of teaching experience in an ECE setting required.**

- Bachelor Degree in Child Development or a related field and Child Development Teacher Permit: **\$22.15**
- Associate Degree in Child Development or a related field and Child Development Teacher Permit: **\$20.04**
- *Home Educator Position Only* - Minimum of a Child Development Teacher's Permit (AA or BA degrees preferred): **\$17.93**

**Early Head Start Teacher or Home Educator - At least one year of teaching experience in an ECE setting required.**

- Bachelor Degree in Child Development or a related field, Child Development Teacher Permit and at least 3 Infant/Toddler units: **\$22.65**
- Associate Degree in Child Development or a related field, Child Development Teacher Permit and at least 3 Infant/Toddler units: **\$20.54**
- Minimum of a Child Development Teacher's Permit and at least 3 Infant/Toddler Units (AA or BA degree preferred): **\$18.43**

**Floater Teacher – Head Start and Early Head Start**

- Bachelor Degree in Child Development or a related field and Child Development Teacher Permit: **\$17.40**
- Associate Degree in Child Development or a related field and Child Development Teacher Permit: **\$16.90**
- Minimum of a Child Development Teacher's Permit (AA or BA degrees preferred): **\$16.35**

**Teacher Assistant - Head Start**

- Child Development Teacher Permit, Associate or Bachelor Degree: **\$13.72-15.82** depending on education.

**Teacher Assistant - Early Head Start**

- Child Development Teacher Permit, Associate or Bachelor Degree and at least 3 Infant/Toddler Units: **\$14.22- \$16.32** depending on education.

English required for all positions, bilingual with oral and written fluency in Spanish, Vietnamese is preferred and may be required as a result of community and workforce composition.

**See Job description on website for details.**

**Apply Now to Join Our Team! Submit an application, resume, proof of degree and credentials to:**

Orange County Head Start, Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

**For further information, please visit [www.ochsinc.org](http://www.ochsinc.org) or call 714-241-8920 - Fax 949-596-8291**

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: *TEACHER ASSISTANT II***

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** Pay Grade II

**EXEMPTION STATUS: NON-EXEMPT**

## **JOB PURPOSE SUMMARY**

In conjunction with a Teacher, responsible and accountable for overseeing the learning environment and assistance with teaching Head Start Children including assisting with preparation, instruction, evaluation, home visits and parent conferences regarding children's goals and progress toward continued education in early childhood.

## **ESSENTIAL JOB DUTIES**

Assist Teacher in effectively implementing learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school based on individual and group patterns of development that address all domains and areas required by the Head Start Performance Standards.

Assist Teacher in working with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Assist teacher to document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing the appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Provide care and supervision for children including maintaining safety, assisting with toileting and self-care routines.

Assist teacher in training parents and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Assist Teacher with implementing approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified refer children with concerns to the appropriate services for support.

Assist Teacher to prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Work with the teacher to help communicate during parent/teacher home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Assist Teacher to recruit parents to participate in Parent Involvement Program and notify parents of meetings, home visits, events and concerns.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

## **NON-ESSENTIAL JOB DUTIES**

Perform similar and incidental duties as required.

**JOB QUALIFICATIONS**

**Education:** An Associate Teacher Permit and a Minimum of 12 units of Early Childhood Education/Child Development including core courses.

**Experience:** Minimum of 6 months of related experience.

**Knowledge:** Knowledge of early childhood development and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start’s requirements relative to fingerprinting and criminal background checks.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to work in a team environment. Ability to effectively teach, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

**Reasoning Abilities:** Ability to understand and interact with children, parents and various support personnel.

**REPORTING RELATIONSHIPS**

Reports to Center Director.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Works as a team member with Teachers and other Teacher Assistants and additional Head Start Staff. Frequent contact with health staff regarding child’s health; with Inclusion Facilitator to assess child’s needs relative to special needs and with Center Director for the operation of the center.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

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Print Name

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Signature

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Date

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: *TEACHER***

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** Pay Grade III

**EXEMPTION STATUS: NON-EXEMPT**

## **JOB PURPOSE SUMMARY**

Working as part of a team of professionals in a Head Start center is responsible and accountable for overseeing the classroom environment and teaching children including preparation, instruction, evaluation, home visits and parent conferences regarding children's goals and progress toward school readiness and success in life.

## **ESSENTIAL JOB DUTIES**

Effectively plan and implement learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school based on individual and group patterns of development that address all domains and areas required by the Head Start Performance Standards.

Work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing the appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Provide care and supervision for children including maintaining safety, assisting with toileting and self care routines.

Train parents, Teacher Assistants, and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Utilizing approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified refer children with concerns to the Center Director to obtain appropriate services for support.

Prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Perform and or oversee parent/teacher home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Recruit parents to participate in Parent Engagement Program and notify parents of meetings, home visits, events and concerns.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Oversee and participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

Oversee Teacher Assistants and others working in the classroom.

## **NON-ESSENTIAL JOB DUTIES \**

Perform similar and incidental duties as required.

**JOB QUALIFICATIONS**

**Education:** Minimum of an AA Degree or higher in ECE or related field and a current Child Development Teacher Permit or higher. BA degree in ECE or related field preferred.

**Experience:** Must have at least 2 years experience as a teacher in an early childhood setting.

**Knowledge:** Knowledge of early childhood development and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start’s requirements relative to fingerprinting and criminal background checks.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to develop children’s individual plans; plan daily schedule/lesson developmentally appropriate for child. Ability to work in a team environment. Ability to effectively teach, assign classroom teaching related activities to others, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

**Reasoning Abilities:** Ability to understand and interact with children, parents and various support personnel.

**REPORTING RELATIONSHIPS**

Reports to Center Director. Works as a team member with other teaching staff.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Routine contact with health staff regarding child’s health; with Inclusion Facilitator to assess child’s needs relative to special needs and with Center Director for the operation of the center.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

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Date

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Print Name

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Signature

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

## **JOB TITLE: ASSOCIATE FLOATER TEACHER**

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** Pay Grade III

**EXEMPTION STATUS:** NON-EXEMPT

## **JOB PURPOSE SUMMARY**

The Associate Floater Teacher position will be assigned as needed to substitute for a teacher to support classrooms where additional coverage is needed to maintain ratios and provide supervision and services for children. Working as part of a team of professionals in a Head Start center the Associate Floater Teacher is responsible and accountable for overseeing the classroom environment and teaching children including preparation, instruction, evaluation, home visits and parent conference regarding children's goals and progress toward school readiness and success in life.

## **ESSENTIAL JOB DUTIES**

Plan and implement learning experiences that advance the intellectual and physical development of children including improving the readiness of children for school based on individual and group patterns of development that address all domains and areas required by the Head Start Performance Standards.

Work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Instruct and interact with children utilizing the appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Must be able to hear and see children at all time when under their supervision.

Provide care and supervision for children including maintaining safety, assisting with toileting and self care routines.

Work in partnership with Center Staff in guiding parents and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Utilize approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified, refer children with concerns to the Center Director.

Prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Conduct parent/teacher home visit and parent conferences to communicate child progress with parents and set or update goals for each child.

Recruit parents to participate in Parent Involvement Program and notify parents of meetings, home visits, events and concerns.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Oversee and participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

Oversee Teacher Assistants and others working in the classroom.

## **NON-ESSENTIAL JOB DUTIES**

Perform similar and incidental duties as required.

## **JOB QUALIFICATIONS**

**Education:** Current Child Development Teacher Permit.

**Experience:** Must have at least 1 year experience teaching in an early childhood setting.

**Knowledge:** Knowledge of early childhood development and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to develop children's individual plans; plan daily schedule/lesson developmentally appropriate for child. Ability to work in a team environment. Ability to effectively teach, assign classroom teaching related activities to others, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

**Reasoning Abilities:** Ability to understand and interact with children, parents and various support personnel.

**REPORTING RELATIONSHIPS**

Reports to Center Director. Works as a team member with other teaching staff.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Routine contact with health staff regarding child's health; with Inclusion Facilitator to assess child's needs relative to Special Needs and with Center Director for the operation of the center.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

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Date

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Print Name

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Signature

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: *TEACHER ASSISTANT II- EHS***

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** Pay Grade II

**EXEMPTION STATUS:** NON-EXEMPT

## **JOB PURPOSE SUMMARY**

Responsible and accountable for assisting the EHS Teacher with a nurturing environment that promotes health and safety, and supports the social, emotional, physical, and cognitive development of children from birth to three years of age. Assist Teachers to form close caring relationships and be responsive to the needs of infants and toddlers through individualized care.

Assist EHS Teachers to ensure and maintain continuity of care to promote bonding between Caregivers and the children. Includes assisting EHS teachers with preparation, instruction, evaluation, home visits and parent conferences, regarding children's growth and development.

## **ESSENTIAL JOB DUTIES**

Assist the EHS Teacher to effectively plan and implement learning experiences that advance the intellectual and physical development of infants and toddlers including improving the readiness of children for preschool based on individual patterns of development that address all domains and areas required by the Head Start Performance Standards.

Form partnerships with parents through ongoing communication and daily interaction at greeting and departure times.

Assist EHS Teachers to work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Assist EHS Teachers to document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing age appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Responsible for meeting the individual needs of all children (diapering, toileting, accommodating physical requirements), in a respectful, considerate and supportive manner. Provide care and supervision for children including maintaining safety, assisting with toileting and self-care routines.

Assist EHS Teachers to train parents and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Assist EHS Teachers in utilizing approved screening tools in partnership with parents to observe each child's health and development.

Assist EHS Teacher to prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Assist EHS Teacher to communicate during home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Assist EHS Teacher to recruit parents to participate in Parent Engagement Program and notify parents of meetings, home visits, events and concerns.

Assist EHS Teacher in carrying out individual nutrition plan for infants and toddlers. Store formula and food in a properly maintained and refrigerated storage unit.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

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Orange County Head Start, Inc.



Participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

**NON-ESSENTIAL JOB DUTIES**

Perform similar and incidental duties as required.

**JOB QUALIFICATIONS**

**Education:** An Associate Teacher Permit and a Minimum of 12 units of Early Childhood Education/Child Development including core courses and must have completed a minimum of 3 Infant/Toddler Specialization units.

**Experience:** Minimum of 6 months of related experience.

**Knowledge:** Knowledge of early childhood development and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to work in a team environment. Ability to effectively teach and interact effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

**Reasoning Abilities:** Ability to understand and interact with children, parents and various support personnel.

**REPORTING RELATIONSHIPS**

Reports to Center Director. Works as a team member with other teaching staff.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Routine contact with nurse regarding child's health; with Inclusion Facilitator/Coordinator to assess child's needs relative to special needs and with Center Director for the operation of the center.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

Date: \_\_\_\_\_

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Print Name

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Signature

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: *TEACHER - EHS***

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** Pay Grade III

**EXEMPTION STATUS: Non -EXEMPT**

## **JOB PURPOSE SUMMARY**

Responsible and accountable for overseeing a nurturing environment that promotes health and safety, and supports the social, emotional, physical, and cognitive development of children from birth to three years of age. As the primary Caregiver, teaching teams shall support parents in their role as the primary educators of their children. Teachers will form close caring relationships and will be responsive to the needs of infants and toddlers through individualized care.

Ensure and maintain continuity of care to promote bonding between Caregivers and the children. Support of Early Head Start children includes preparation, instruction, evaluation, home visits and parent conferences, regarding children's growth and development.

## **ESSENTIAL JOB DUTIES**

Effectively plan and implement learning experiences that advance the intellectual and physical development of infants and toddlers including improving the readiness of children for preschool based on individual patterns of development that address all domains and areas required by the Head Start Performance Standards.

Form partnerships with parents through ongoing communication and daily interaction at greeting and departure times.

Work with parents to develop individual lesson plans, goals and objectives for each child's development in the domains required by the Head Start Performance Standards.

Document child's progress through written observations, work samples, pictures and input from parents and other qualified staff in the required assessment tool.

Must be able to hear and see children at all time when under their supervision.

Instruct and interact with children utilizing age appropriate adult child interactions as approved by the agency including one-on-one, small group, and large group interactions.

Responsible for meeting the individual needs of all children (diapering, toileting, accommodating physical requirements), in a respectful, considerate and supportive manner. Provide care and supervision for children including maintaining safety, assisting with toileting and self care routines.

Train parents, Teacher Assistants, and volunteers regarding classroom procedures, appropriate interactions with children and specific tasks.

Utilizing approved screening tools in partnership with parents to observe each child's health and development and when concerns are identified refer children with concerns to the center director to obtain appropriate services for support.

Prepare daily paperwork including but not limited to daily attendance, meal count, daily milk count, fire and disaster drills, inside and outside safety checklist.

Perform and or oversee parent/teacher home visit and parent conferences to communicate child progress with parents and set/update goals for each child.

Recruit parents to participate in Parent Engagement Program and notify parents of meetings, home visits, events and concerns.

Create an age appropriate daily nutrition plan for each individual child on a timely schedule that can be monitored and evaluated. Store formula and food in a properly maintained and refrigerated storage unit.

Prepare and set-up for meals and snacks as required.

Assist children and adults when injured or during other emergency situations within the classroom and related facilities.

Oversee and participate in the preparation, cleaning, and set up of classroom environment and materials for planned activities/lessons.

Oversee Teacher Assistants and others working in the classroom.

**NON-ESSENTIAL JOB DUTIES**

Perform similar and incidental duties as required.

**JOB QUALIFICATIONS**

**Education:** : Minimum of an AA Degree or higher in ECE or related field and a current Child Development Teacher Permit or higher. BA degree in ECE or related field preferred. 6 semester units in Infant/Toddler development are required.

**Experience:** 2 years experience as a teacher in an ECE program with at least 1 year with infants and toddlers.

**Knowledge:** Knowledge of early childhood development and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meetings and/or training venues. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start’s requirements relative to fingerprinting and criminal background checks.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to develop children’s individual plans; plan daily schedule/lesson developmentally appropriate for child. Ability to work in a team environment. Ability to effectively teach, assign classroom teaching related activities to others, deal effectively with children, parents and others, and to be an effective member of a teaching team. Must be able to work in a high energy/high stress environment.

**Reasoning Abilities:** Ability to understand and interact with children, parents and various support personnel.

**REPORTING RELATIONSHIPS**

Reports to Center Director. Works as a team member with other teaching staff.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Routine contact with health staff regarding child’s health; with Inclusion Facilitator to assess child’s needs relative to Special Needs and with Center Director for the operation of the center.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in a classroom or office environment, as well as daily outside exposure for playground monitoring.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child. Must be able to move freely and quickly within the center environment including sitting on the floor, kneeling, crawling to play with children and to meet their needs.

Date: \_\_\_\_\_

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Print Name

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Signature

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: HOME EDUCATOR**

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** \_\_\_\_\_

**EXEMPTION STATUS: NON-EXEMPT**

## JOB PURPOSE SUMMARY

Under moderate supervision, provides for the development of children and families enrolled in the Head Start home base program.

## ESSENTIAL JOB DUTIES

Provides children curriculum-based educational services, weekly activities, planning, observation and assessment, and individualization in weekly meetings in the family's home.

Assist the family in establishing Family Partnership Agreements with goals and objectives, and ensure assessments are completed on the growth and development of the target child.

Provide concrete activities and education to strengthen parent/child attachment.

Work with resource staff and parents to develop individualized plans, goals and objectives for care and developmental experiences. Receive and utilize input and feedback from resource staff and parents on child's progress. Develop weekly, individualized lesson plans.

Plan and implement semi-monthly socialization events for home base children and families. Perform set-up and clean up of all event activities.

Confer with the Home Base Supervisor/Center Director to review achievements and discuss required changes in goals, objectives or program emphasis.

Work in partnership with management, staff and parents to review, revise, and write program procedures for program planning which includes a process for the formulation of program service objectives, and work plans on identified objectives.

Prepare written reports as required.

Observe each child's health and development. Complete a Child Assessment tool for each individual child.

Refer children with disabilities/suspected disabilities according to procedures.

Prepare and maintain active family files containing developmental screening, official enrollment forms and applications, health history, emergency cards, immunization cards, monthly observations, medical reports and copies of referrals. Maintain complete and accurate family documentation.

Perform additional assignments and duties as assigned by the Center Director/Supervisor that may include special projects, and keep him/her informed on all Home Base issues.

## NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

## JOB QUALIFICATIONS

**Education:** A Teacher Child Development Permit and an AA Degree or higher in ECE or related field with 3 semester units of supervised field experience in an ECE setting or CTC approved training.

**Five-Year Renewal:** 105 hours of professional development in an accredited classroom setting.

**Experience:** 175 days of 3+ hours per day within four years in a related teaching environment.

**Knowledge:** Knowledge of early childhood development, social services, family dynamics, and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Skills:** Ability to effectively plan and execute age appropriate, developmental activities suitable for home environments. Able to deal effectively with children, parents and others, in the home environment.

**Reasoning Abilities:** Analyzing, decision making and sound judgment with a holistic perspective, in a setting requiring sensitivity to family dynamics, cultural foundations, and diversity of values.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to develop children's individual plans; plan weekly schedule/lesson plans that are developmentally appropriate for child. Ability to work in a team environment. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different family homes, centers, meeting and/or training venues.

**REPORTING RELATIONSHIPS**

Reports to Center Director or Home Base Supervisor.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Routine contact with multidisciplinary team members and content area experts in the areas of education, disabilities, nutrition, health, mental health, and social services.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in the field, specifically family homes. Occasionally functions in a center environment.

**PHYSICAL DEMANDS**

Requires extended periods of time standing, walking bending and lifting to help the children. Requires significant time in car driving to family homes. Must be able to lift/carry/restrain a 40/50 pound child.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

# ORANGE COUNTY HEAD START, INC.

AN EQUAL OPPORTUNITY EMPLOYER

**JOB TITLE: HOME EDUCATOR - EHS**

# JOB DESCRIPTION

THIS JOB DESCRIPTION INDICATES THE MAJOR DUTIES REQUIRED, BUT DOES NOT INCLUDE ALL THE DUTIES AND QUALIFICATIONS REQUIRED OF AN EMPLOYEE

**JOB CODE:** Pay Grade F \_\_\_\_\_

**EXEMPTION STATUS: NON-EXEMPT**

## JOB PURPOSE SUMMARY

Responsible and accountable for initiating and maintaining regular weekly and long term contact with each assigned family. The home based interventions will occur in the family's home and will be intensive, family centered, and strength based directed at establishing a trusting relationship, providing ongoing support, and assisting in strengthening the parent child relationship. Also responsible for supporting health and development related outcomes through coaching, anticipatory guidance and education, assisting parents to improve their skills to optimize the home environment, improving the family support system and increasing the family's ability to identify and solve problems.

## ESSENTIAL JOB DUTIES

Assist the family in establishing Family Partnership Agreements with goals and objectives, and assure assessments are completed on the growth and development of the target child. Provide concrete activities and education to strengthen parent/child attachment. Work with resource staff and parents to develop individualized plans, goals and objectives for care and developmental experiences. Receive input and feedback from resource staff and parents on child's progress in home base services. Confer with the Home Base Supervisor to review achievements and discuss required changes in goals, objectives or program emphasis. Works in partnership with management, staff and parents to review, revise, and write program procedures for program planning which includes a process for the formulation of program service objectives, and work plans on identified objectives.

Prepare written reports as required. Provide home visits to Early Head Start children and their families. Actively participate in orientation and trainings. Maintain complete and accurate family documentation. Observe each child's health and development. Complete a Child Assessment tool for each individual child. Refer children with disabilities to the disabilities component. Responsible for preparation of active family files containing developmental screening, official enrollment forms and applications, health history, emergency cards, immunization cards, monthly observations, medical reports and copies of referrals. Prepare and set up for meals and snacks as required. Perform additional assignments and duties as assigned by the Home Base Supervisor that may include special projects and keep him/her informed on all Early Head Start issues.

## NON-ESSENTIAL JOB DUTIES

Perform similar and incidental duties as required.

## JOB QUALIFICATIONS

**Education:** A Teacher Child Development Permit and an AA Degree or higher in an ECE or related field with 3 semester units of supervised field experience in an ECE setting or CTC approved training. 6 units in Infant/Toddler development are required.

**Five-Year Renewal:** 105 hours of professional development in an accredited classroom setting.

**Experience:** 175 days of 3+ hours per day within four years in a related teaching environment.

**Knowledge:** Knowledge of early childhood development and Head Start Performance Standards.

**Language Skills:** Oral and written fluency in English. Oral and written fluency in Spanish, and or Vietnamese may be required per as a result of community and workforce composition.

**Math Skills:** Basic math skills required.

**Other Skills:** Ability to effectively teach in a home base environment; deal effectively with children, parents and others, and to be an effective member of a teaching team.

**Reasoning Abilities:** Ability to understand and interact with children, parents and various support personnel.

**Other Abilities:** Ability to effectively communicate verbally and in writing. Ability to develop children's individual plans; plan daily schedule/lesson developmentally appropriate for child. Ability to work in a team environment. Successfully comply with the provisions of Senate Bill 933 and Orange County Head Start's requirements relative to fingerprinting and criminal background checks.

**Other Requirements:** Must have a valid California Driver License and proof of insurance. Must be able to drive to and from different centers, meeting and/or training venues.

**REPORTING RELATIONSHIPS**

Reports to Home Base Supervisor.

**MAJOR BUSINESS/PROFESSIONAL CONTACTS**

Frequent contact with Home Base Supervisor and other staff to obtain and provide information.

Routine contact with various employees in other service areas to exchange information and obtain support and services. Routine contact with vendors to purchase items or services. Periodic contact with school districts for transition activities and disability information and services. Routine contact with community agencies to provide training and services for parents and staff.

**WORKING AND ENVIRONMENTAL CONDITIONS**

Typically functions in the family's home and frequently travels throughout the local community.

**PHYSICAL DEMANDS**

Typically requires sitting for periods of time and frequent local travel throughout the community. Requires extended periods of time standing, walking bending and lifting to help the children. Must be able to lift/carry/restrain a 40/50 pound child.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_