



JOB POSTING

EARLY HEAD START HOME BASED EDUCATOR

TITLE: Early Head Start Home Based Educator
REPORTING TO: Early Head Start Education Manager

For 20 years, Pediatric Therapy Network (PTN) has been committed to providing quality services for children with special needs, medical concerns and those at risk for developmental issues. With locations in Torrance and Long Beach, PTN serves over 2,500 children of all abilities.

POSITION OBJECTIVE: Work collaboratively with the Early Head Start Director, Managers, staff, and consultants to provide high quality family-centered services, in compliance with the Early Head Start Performance Standards.

CURRICULUM:

- ◆ Know, understand, and implement curriculum through planning developmentally appropriate activities
- ◆ Implement a curriculum and provide family support through weekly home, community, and child care visits for families participating in the Early Head Start program
- ◆ Prepare lesson plans
- ◆ Provide on-going assessments of infants/toddlers using appropriate assessment tools
- ◆ Organize and facilitate socialization events and family trainings

CHILDREN:

- ◆ Ensure safety and security of all children
- ◆ Be alert to the social, emotional, physical, and cognitive needs of children
- ◆ Observe and document significant individual and/or group behavior
- ◆ Document any suspected incident of child abuse or neglect and report it to the immediate supervisor

PARENTS:

- ◆ Display friendly attitude towards parents and complete 90 min. weekly Home Visits as assigned by supervisor
- ◆ Communicate to parents that you are available daily to respond to questions and concerns
- ◆ Attend all parent meetings and conferences
- ◆ Facilitate parental understanding of a developmental approach to early childhood education
- ◆ Prepare a written evaluation of each child's progress as required by EHS standards

ADMINISTRATIVE:

- ◆ Comply with state and local regulations regarding the care of children
- ◆ Maintain professional qualifications/certifications
- ◆ Maintain a caseload of 12 families
- ◆ Participates in data collection, record keeping, and reports required.
- ◆ Fill out daily time sheets accurately

- ◆ Attend supervision meetings, in-services, and training events
- ◆ Submit lesson plans in a timely manner
- ◆ Notify director in a timely manner regarding needs for supplies and other provisions

OTHER RESPONSIBILITIES

- ◆ Keep immediate supervisors informed of all necessary information including: client and staff complaints/incidents and planned/unplanned time off
- ◆ Other reporting as assigned by the director or immediate supervisor
- ◆ Be consistent and reliable in your arrival and attendance; it is an essential function of the employment in order to assure the proper operation of the Home Based program
- ◆ Provide documentation, as required, for tardiness and absences

PHYSICAL REQUIREMENTS:

- ◆ Must be able to lift children who weight up to 50 pounds
- ◆ Must be capable of bending, crouching, or kneeling to children's level
- ◆ Must be able to reach at and above the shoulder height to access higher areas of play equipment, etc.
- ◆ Must be capable of frequent changes of position throughout the work shift

MINIMUM JOB QUALIFICATIONS:

- ◆ Bi-lingual in English/Arabic and/or English/Spanish (Speaking & writing)
- ◆ Good oral and written communication/documentation skills
- ◆ Working knowledge of software applications
- ◆ Completed 12 semester units in Early Childhood (ECE units) with a commitment to fulfill additional ECE units and academic degrees
- ◆ AA or BA degree preferred

EXPERIENCE REQUIRED:

- ◆ Two years of experience working with young children ages birth to 36 months
- ◆ Experience with family collaboration
- ◆ Experience in Early Head Start/Head Start desired
- ◆ Bilingual in Spanish strongly preferred
- ◆ Experience working with children with special needs highly desired

SPECIAL REQUIREMENTS:

- ◆ Must submit a tuberculin skin test or chest x-ray
- ◆ Must provide immunization records of most recent MMR, TDAP and influenza records
- ◆ All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work
- ◆ Must have the use of an automobile with adequate insurance coverage and a valid driver's license

Pediatric Therapy Network is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender identity, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law.

Please submit your resume and a letter of interest to jobs@ptnmail.org
