PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

POSITION: EARLY HEAD START INSTRUCTOR **DIVISION:** Early Childhood Development

PURPOSE: Provides instruction and guidance to infants/toddlers in the Early Head Start classroom supporting other comprehensive services and preparing them for entrance into pre-school age programming.

QUALIFICATIONS:

Education: Bachelor's or Advanced Degree in Early Childhood Education OR a Bachelor's Degree or Advanced Degree and coursework equivalent to a major relating to Early Childhood Education with a focus on infant and toddler development OR an Infant Toddler CDA.

Experience: Preferred one (1) year classroom experience with infants/toddlers. Knowledge of social service agencies in Beaver County desirable.

-OR-

Education: Associate Degree in Early Childhood Education OR a major relating to Early Childhood Education with a focus on infant and toddler development OR an Infant Toddler CDA.

Experience: Must be a current PIC Head Start Instructor Aide with at least 18 months' experience with PIC and at least 6 months experience substituting as an Instructor in PIC Head Start.

Skills, Abilities and Knowledge:

a. Problem solving ability where independent judgment may be required
b. Ability to maintain confidentiality
c. Excellent interpersonal skills
d. Effective oral and written communication skills
e. Machine operation could include calculator, computer, photocopier, typewriter, tape recorder, phonograph, CD player, projector, telephone
f. Knowledge of Head Start Performance Standards, policies, and procedures
g. Ability to deal with and adapt to frequent change
h. Ability to work with and delegate to volunteers and other team members without having supervisory authority over them
i. Knowledge of social service agencies in Beaver County
j. Ability to accept differences of opinion and objectively find appropriate strategies
k. Ability to track information
l. Ability to record observations in case notes and behavioral terms and communicate those observations
m. Good organizational skills

REPORTS TO: Early Head Start Child Development and Education Supervisor

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently
Interruptions: Occur constantly
Physical Effort: Medium physical effort (up to 30 lbs.) in predominantly sitting, seated on floor and walking positions
Confidential Information Used: Child's health/mental health information and educational information, family economic information, family environment information

Special Demands: Moderate travel, potential eye strain and lifting

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Maintain teaching certification as addressed by Act 48.

Duties may include any or all of the following. This list is intended to be representative.

01. Conduct a minimum of two home visits and two conferences with each enrolled family.
    - Attend Individualized Family Service Plan [IFSP] conferences including those that are held in homes when necessary.
    - Attend ITM (Interagency Team Meetings) as needed.
02. Plan and implement a sound instructional program by:
    - Attending IFSP meetings and participating in the development of plans.
    - Attending IFSP's in homes when necessary.
    - Teaching all special needs children according to IFSP.
    - Constructing teaching tools to accomplish goals for parents and children.
    - Preparing weekly activities that include all areas of development for individual pre-schoolers.
    - Encouraging participation in routines such as meal time, dramatic play, group time, safety in the classroom and on outings, etc.
    - Rotating materials in the classroom on a regular basis to coincide with studies and needs of the children.
    - Providing health and nutrition awareness activities for children and their families.
    - Promoting emerging social-emotional skills.
    - Writing observations of children's actions for the purpose of assessing development.
    - Monitoring and completing progress reports from observations of children's actions and discussing progress reports with parents a minimum of three times per year.
    - Researching necessary agencies for potential in-kind and social services.
    - Planning and organizing community representatives and outings.
    - Making referrals as necessary.
    - Providing transition activities that are developmentally appropriate and individualized.
    - Providing activities in all developmental areas that are developmentally appropriate and individualized.
    - Plan Early Head Start to Head Start transition meeting.
03. Assess children in areas of growth on an ongoing basis.
    - Complete a developmental screen on each enrolled child.
    - Complete social/emotional/self help screens on each enrolled child
    - Complete height/weights on each enrolled child.
04. Participate in staff meetings discussing program operation methods, child referrals, parent involvement, etc.
    - Informing and updating the improvements/problems with IFSP's in preparation for transition.
    - Attending meetings with other social service, health or support agency to develop and plan for individual needs.
    - Develop individual behavioral plans to support child's needs.
05. Use Facilities and Health/Safety checklist as a guide, maintain a safe and healthy environment by:
    - Administering medications in life threatening circumstances when necessary.
    - Assisting in hand washing, brushing teeth, toileting.
    - Providing scheduled meals during classroom times and on demand feeding.
    - Conducting fire drills at the site and emergency exit drill from buses.
    - Performing health checks of children (free from communicable disease).

- Checking for and promptly reporting any signs of suspected abuse/neglect.
- Modeling appropriate eating habits and mealtime behavior.
- Cleaning classroom/socialization room/kitchen area and office space as needed.
- Administering First Aid/CPR when necessary.
- Preparing for emergency situations by keeping emergency supplies available and acquiring an evacuation site.

06. Coordinate, schedule, delegate, and oversee the monitoring of other staff with supervisory authority, parent participants, and community volunteers with Management team.
07. Implement the comprehensive programming with families enrolled in classroom services by:
    - Identifying and cultivating family strengths and goals using Family Partnership Plan.
    - Working with the family on a scheduled one-to-one basis in their home needed as identified by the Family Partnership Plan, updating the plan monthly.
    - Assisting parents in developing and fostering healthy self-concepts which will assist in becoming the primary family educator.
    - Assisting parents in developing ways of using household articles as teaching tools.
    - Keeping parents informed of parent meeting dates and activities planned by the parent committee and facilitating the parent meeting in their area.
    - Acting as a liaison and family advocate between community resources and the Early Head Start family.
    - Assisting families in fully utilizing all available community resources.
    - Making referrals and linking families with community services (i.e., DPW, Drug and Alcohol, prenatal services, housing, WIC, etc.)
    - Following up on family referrals and documenting progress.
    - Assisting parents in problem solving by helping them build on their own resources.
    - Assisting in building links between families and community agencies.
    - Assisting with crisis intervention by helping families in emergency situations (emergency fuel assistance, housing).
    - Arranging transportation and accompanying families to appointments (i.e. medical, WIC, DPW) when necessary.
    - Conducting parent surveys, assessments and training plans.
    - Supporting families in obtaining insurance, establishing medical and dental homes, and promoting and assisting families to maintain their child's preventive medical and dental care.
    - Cultivating family strengths using Family Goals Plan.
    - Including all Head Start components one time or more during the month (Education, Parent Involvement, and Social Services).
08. Visit Social Service agencies, as needed, to become aware of functions, gather literature, and become familiar with operations.
09. Attend training and meetings to seek to attain greater knowledge in Child Development field (i.e. Special conditions, signs/symptoms, etc.).
10. Maintain daily/monthly paperwork and records required by program procedures or as requested including:
    - Filling out required monthly paperwork (attendance sheets, forms required for telephone and home contacts, in-kind forms, lesson/social plans, requisitions, etc.).
    - Maintaining a monthly schedule, updating daily or as necessary as changes occur.
    - Gathering statistics for preparing reports when requested.
    - Preparing timesheets and travel vouchers.
    - Updating the children's individualized plans.
    - Completing Early Intervention, IFSP, Health Program Reporting forms and updating IFSP's as needed.
11. Substitute, when necessary and available.
12. Coordinate and perform recruiting tasks.
    - Assisting in completing pre-applications and registrations on families.
    - Assisting with recruitment at special community events.

- Giving input on and distributing recruitment materials to inform parents and the community.
- Tracking recruitment efforts and providing input on recruitment opportunities.

13. Keep supervisor informed of schedules, needs, problems, ideas, and suggestions, and seek help when necessary.
    - Give input for ordering supplies and equipment.
    - Share information gathered from local social services agencies and parents.
    - Participate in program planning committees or surveys.
14. Be available to work non-traditional hours to meet the needs of the enrolled families (evenings and weekends) – adjusted schedules.
15. Perform other related work as required or requested.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE:	**HOURLY WAGE:**	**HOURS PER WEEK:** 40
C-1	$17.00 – CDA	(non-traditional)
F	$19.57 – Associate Degree	
E	$22.84 – Bachelor Degree	

EMPLOYMENT CLASSIFICATION: Non-Exempt