

JOB DESCRIPTION

TITLE: Home Based Manager

DEPARTMENT: Western Dairyland Head Start

SUPERVISOR: Head Start Director

STATUS: Exempt/Salaried

LEVEL: VII

APPROVED DATE (FOR HEAD START STAFF ONLY): Policy Council Approval 12/15/2014

CHECK ONE: **REVIEWED ON (DATE):**
 REVISED ON (DATE): July 11, 2018

SUMMARY To manage and provide assistance to the Home Based program: coach, mentor, and supervise home based staff. Assist with providing short term and long range planning for service delivery and training; work to integrate all components, including education, health, mental health, nutrition, disabilities; function as a liaison and provide information to central office management staff and community collaborators.

ACKNOWLEDGEMENT

*This Job Description is intended to be an accurate reflection of the principal elements of the job for which it was written. **It should not be construed as a description of all requirements but merely a guideline.** It will be updated from time to time to reflect changes and/or additions. One may be required to perform other duties as assigned by a supervisor or management. This job description is not a contract for employment, and either you or Western Dairyland, E.O.C. may terminate employment at any time, for any reason.*

ESSENTIAL FUNCTIONS

TASKS

- Analyze and interpret Federal Head Start Program Performance Standards, understanding of developmentally appropriate practice B-5 and Head Start Early Learning Framework
- Monitor and support implementation of all aspects of home based education and requirements to promote secure parent-child relationships and help parents provide high-quality early learning experiences utilizing a research-based home-based curriculum
- Work cooperatively with other content managers to plan, review, and assess education and disabilities services integrated with health, mental health, dental health nutrition and family and community engagement

- Participate in planning and delivery of training for home based staff
- Plan and facilitate the annual program Self-Assessment Attend staff training and meetings, parent Policy Council, and community meetings as requested
- Complete and submit required reports in a timely and accurate manner
- Organize and assist interview team to screen, interview, hire and train home based staff
- Directly supervise home based staff to comply with agency, state and federal regulations, assure developmentally, linguistically, and culturally appropriate home visits and group socialization activities that support children's cognitive, social, and emotional growth for later success in school
- Assist with securing Interagency Agreements with local Birth-3 agencies in the four county service area
- Assure transition practices are in place to assist families transitioning into Early Head Start, Early Head Start families transitioning into Head Start and/or the next educational setting
- Plan, develop and monitor yearly calendar of activities to include staff scheduling, socializations, group meetings, and day- to- day operation
- Enter and monitor screening and assessment data of all home based children. Ensure that all screenings are completed within 45 days of enrollment and assure timely follow up with individualized instruction or the referral of children to the LEA and Birth-Three when the need arises
- Assist home based staff with referrals within the program and to outside agencies, including to Birth-3 agencies and/or Local Education Agencies
- Provide coaching and mentoring to home based staff to ensure effective implementation of the home visiting curriculum and promote children's progress across the standards described in the Head Start Early Learning Outcomes Framework, including for children with disabilities and dual language learners
- Assure documentation of required credentials are up to date for home based staff including CDA, Family Services Credential and degree requirements as required;
- Assure participation in the development of I.E.P. (Individual Education Plan) or I.F.S.P.'s (Individual Family Service Plan);
- Promote and support recruitment, training and orientation of volunteers parent and community volunteers
- Establish and maintain linkages with Birth-3 agencies, Health Departments, Social Services, School Districts, and community resources
- Work closely with Education Managers to administer and maintain Teaching Strategies Gold online assessment data base and provide regular support to home based staff and administrators to use the system;
- Coordinate with ERSEA Manager to plan recruitment, selections, enrollment and attendance of home based families
- Provide direct services with families and their children as needed including, orientation, training, home visits and reviewing screening and assessment data and progress toward child and family outcomes
- Assist home based staff with socialization and family trainings and attend EHS socialization and family trainings as required

- Monitor home visits and group socializations to assure they are completed in accordance with the Head Start Performance Standards
- Update policies and procedures and program plans annually

SUPERVISION

- Supervise home based staff
- Utilize Reflective Practice
- Conduct annual performance evaluations of home based staff
- Monitor and support home based staff performance
- Recommend areas of improvement to home based staff and promote training that reflects the individual needs of the staff member and team
- Monitor and approve schedules, mileage, time cards and other reports and records
- Interpret rules, regulations, and procedures to home based staff
- Ensure home based staff progress towards educational requirements and Professional Development Plans
- Arrange and facilitate regular meetings with home based staff and assure staff receive/attend mandated trainings and are knowledgeable of policies and procedures

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 employees with disabilities to perform the essential functions.

ACTIVITY	REGULARLY 70-100%	OCCASIONALLY 40-70%	SELDOM 10-40%	NEVER 0-10%
Standing	x			
Sitting		x		
Walking	x			
Lifting Waist to Over Head (Max 50 lbs)		x		
Lifting Floor to Waist (Max 50 lbs)		x		
Use of Hands and Fingers	x			
Talking	x			
Hearing/Listening	x			
Vision-Near/Far/Depth Perception	x			
Other Specify:				

MENTAL DEMANDS

The employee in this position must be able to...

- Be responsible and able to problem solve and handle stressful situations
- Have strong written and verbal communication skills.
- Handle multiple tasks at one time and work efficiently under conditions of multiple deadlines and changing priorities.
- Establish priorities, work independently, and proceed with objectives under minimal supervision.
- Work productively in an environment with high levels of interruption.
- Make decisions regarding tasks that are complex in nature.
- Have strong listening skills.
- Effectively present information and respond to questions from employees and supervisors.

OTHER RESPONSIBILITIES

- Other duties as assigned by the Supervisor

QUALIFICATIONS

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily and must:

- Be able to maintain a high level of confidentiality
- Be punctual and maintain a neat appearance
- Must have good computer skills and able to operate common office equipment
- Must have excellent verbal and written communication skills
- Excellent problem solving skills
- Must have excellent multi-tasking ability
- Must have excellent listening skills
- Must be accurate and detail oriented
- Have good organizational skills
- Have excellent time management skills

EDUCATION AND / OR EXPERIENCE

- Bachelor's degree in Early Childhood Education, Child and Family Development or closely related degree

- Experience implementing programming in compliance with federal and state requirements
- Strong knowledge of Early Childhood Development with a focus on prenatal care and infant/toddler development
- Three years' experience in administration, supervision or management
- Three years' experience in Head Start or Early Head Start

EQUIPMENT SKILLS

- Proficient in various office equipment

LICENSES, CERTIFICATIONS, AUTHORIZATIONS REQUIRED

- Initial Health Exam
- TB test
- CPR Certification
- Driver's License
- Current Auto Insurance

WORK ENVIRONMENT

- Work is performed in home, center and office environment

Employee Signature

Date: _____

Program Director Signature

Date: _____