

## Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Family Educator*  
REPORTS TO: Deputy Director  
STATUS: Non-Exempt

WORKSITE: *Assigned Site*  
CLASSIFICATION: VI

*Hourly Wage Range: \$12.50 to \$16.50*  
*Annualized Wage: \$26,000 to \$34,320*

### RESPONSIBILITIES:

Family Educator is responsible for the development and implementation of educational home visit activities to insure compliance with Head Start Performance Standards; fulfill responsibilities of Family Service Worker to recruit and provide support to parents as they identify and meet their own goals, education of other children, and collaborate with other community agencies.

#### A. Program Structure:

1. Plan developmentally appropriate educational home visit experiences in accordance with Illinois Early Learning Standards and Head Start Performance Standards.
2. Interact with Parents and children in a developmentally appropriate manner using positive discipline techniques.
3. Jointly plan weekly lesson plans with the parent/guardian in accordance with Lesson Plan Procedure and P.A.T. (Parents as Teacher) Curriculum.
4. Conduct required educational screenings and assessments.
5. Maintain inventory of home visit supplies, equipment and prepare supply requisitions according to Supply Requisition Procedure.
6. Maintain accurate, confidential, up-to-date children's files.
7. Complete progress reports on each child with an IEP/IFSP once a month.
8. Assist with recruitment

#### B Family Involvement:

1. Monitor and educate parents with respect to child's health status in conjunction with Health Services support.
2. Plan and implement 2 socializations per month in accordance with Socialization Procedure and Head Start Performance Standards.
3. Assist families in their parental and child learning process.
4. Attend IEP/IFSP, Family Service Plan or other parent conferences.
5. Document family case notes in Child Plus.

#### C. Other:

1. Maintain confidentiality of all information regarding children, families, and staff.
2. Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards.
3. Document at least 15 hours of in-service training annually in accordance with DCFS Licensing Standards.
4. Perform job duties as per timeline.
5. Assist in recruitment and enrollment of children as specified by ERSEA Policy and Procedures.
6. Perform other duties and assist in other service areas as assigned.

### KEY COMPETENCIES:

1. Communication Proficiency
2. Collaboration and Problem-Solving Skills
3. Leadership and Leadership Development Skills
4. Organizational and Time Management Skills
5. Financial Management Skills
6. Technical Capacity
7. Business Management Skills

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Key Performance Indicator	Measure	What does Good Look Like?
Number of Families that receive Parents as Teachers Education from their Family Educator	Supervisor Observation	100%
Percentage of families who score the quality of the FE Engagement at 8 or better on a 10 point scale	Family/Customer Quality Rating Survey	80% of families rate their experience an 8 or better
Maintain full enrollment and an up to date waitlist.	Enrollment reports	100% enrollment
Family retention	Families that start the program and complete the program in full.	75% of families complete the program

## QUALIFICATIONS:

1. Must meet DCFS requirements for Early Childhood Assistants (Section 407.100 & 407.150). Associates or Bachelors degree in Early Childhood, Family Services or equivalent experience is preferred.
2. Willing to obtain C.A.R.E. Course Credentials.
3. Must successfully complete CPR, First Aid and any other certification deemed necessary for operation of the program.
4. Willing to obtain Food Handlers License.
5. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110) and CAPCIL procedure.
6. Must be physically able to lift 50 pounds and assist children as needed.
7. Valid Illinois Drivers License, dependable vehicle and proof of insurance.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

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Family Educator

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Date