

Finger Lakes Community Action

Job Description 2025

Job Title: Home Base Teacher

FLSA Status: Non- Exempt

DOL Job # Combo T

Department: Early Head Start

Reports To: Home Base Specialist

Summary:

The Home Base Teacher will work with families in their home to plan, implement, and evaluate a comprehensive and developmentally appropriate curriculum to address the needs of the child. The Home Base Teacher is responsible for parent and community partnerships, nutrition, education, mental health according to Performance Standards and other pertinent regulations.

Essential Duties and Responsibilities:

Instruction and Early Childhood Development

- Plan, implement and evaluate developmentally appropriate curriculum and activities in accordance with Head Start Performance Standards and agency requirements integrating all Head Start and Early Head Start services.
- Build relationships with children and families, respecting diversity, and is responsive to the individual needs of the children and family.
- Embrace the role of the parent as the primary educator of the child; promoting and supporting the parent-child bond by supporting parent involvement in all aspects of the Head Start Program.
- Offer weekly opportunities for children to grow physically, cognitively, socially, and emotionally, through developmentally appropriate learning experiences that focus on the needs of the whole child and family. Visits each family on a weekly basis for 1.5 hours
- Provide weekly activity with emphasis on family literacy.
- Plan active movement activities for children with the parent's participation.
- Promote family literacy and embrace the role of the parents as the primary educator of the child developing weekly lesson plans with parents; integrating parent involvement into all aspects of the Head Start program.
- Plan and schedule monthly socializations with input and assistance from parents.
- Supervise all indoor and outdoor activities and maintain appropriate limits to ensure safety, uses positive child guidance strategies as described in the classroom management policy.

Planning and Organization

- Use a specific screening and assessment instrument to plan for each child's needs and abilities.
- Complete home visit plans with all required components in a timely manner. Get parent signature at the home visit when the plan has been implemented.
- Establish and maintain a recruitment process which systematically ensures the enrollment of eligible children, including those with special needs.
- Establish and maintain waiting list.
- Assist the family in establishing a source of continuous, accessible, available health care (a medical home).
- Assist parents in arranging all follow-up identified through aforementioned screenings to assure up-to-date, age-appropriate well child care.
- Assist parents with arranging for transportation as necessary.
- Maintain a clean and neat office area.

Program Compliance and Reporting

- Maintain an accurate record keeping system which would include all family service forms and all other child/family documents as required.
- Work with Family Services/Mental Health Coordinator and Health & Nutrition Coordinator to help family obtain and use community and health resources keeping accurate records of all referrals and their outcomes.
- Assess and updates each child's immunization status per law.
- Ensure each child has appropriately completed physical and dental exams and emergency contact form BEFORE entering program.
- Perform any necessary health screenings to include growth assessment and plotting two times per year, vision, audio (within 45 days of entry), daily pediculosis (head lice) tracking, and any other exams as required by Federal, State, local authority and/or the Health & Nutrition Advisory Committee (HNAC).
- Assure timely/accurate tracking of each child's physical, dental, immunizations and all other health screening results, F/U and results.
- Communicate all attendance and enrollment issues to the FS/MH Coordinator, in a timely manner.
- Protect and support the needs of Head Start children and families by becoming aware of the physical and behavioral signs of child abuse, neglect, and maltreatment, reporting all suspected cases of child abuse, neglect and maltreatment, become familiar with Head Start's procedures for reporting suspected cases of abuse, neglect, and maltreatment.
- Understand and utilize daily the principles of universal precautions and sanitation.

- Apply any necessary first aid and properly seeks medical attention for children. Become MAT trained, maintain all first aid supplies and maintain a safe environment in the center.
- Submit monthly report to FS Coordinator and ECD Specialist.

Collaboration and Parent Inclusion

- Promote the program and the agency in a positive and professional manner.
- Plan ways to encourage the parents to understand their child's development and assist parents in planning learning experiences for their child's development.
- Assist parents and children through the referral process to appropriate agencies.
- Maintain the program confidentiality policy in all matters.
- Advance professional development by participating in all available and applicable educational opportunities.
- Participate in all areas of transition as the child/parent prepare for transition in to the center based option, public school system, or other program.
- Demonstrate cohesive and effective communication skills, striving to work with others in a team approach.
- Assist in the high-quality service and continuing improvement of the Early Head Start program through participation on Advisory and Center Committees.
- Other duties as reasonably assigned.

Safety Responsibilities:

- Obey all safety rules, government regulations, signs, markings and instruction
- Become familiar with safety policies that apply directly to you in the area in which you work
- Attend and actively participate in safety meetings
- Report any unsafe hazardous conditions to your supervisor
- Refrain from any unsafe act that might endanger yourself, consumers or fellow employees
- Report all workplace accidents, incidents immediately to your supervisor
- Practice good housekeeping by picking up tools, materials and putting them into their proper places
- Compliance with safety and health rules and regulations is a condition of employment.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Obtain clear fingerprinting and State Central Registry Clearance as per NYS Daycare Regulations.
- Meet Day Care Licensing Medical standards as proven by submittal of Medical Statement forms (including annual TB clearance) at time of hiring. *It is the responsibility of the staff person to submit said medical statement and PPD every other year thereafter.*

Education/Experience:

- Associate's or Bachelor's degree in Early Childhood Development or a degree in a related field with early childhood education courses.
- Has knowledge and experience in – or willingness to obtain training in the following within the first 4 months of employment: child development, early childhood education and structured child-focused home visiting; principles of child health, safety, nutrition and screening; adult learning principles that promotes parents' ability to support the child's whole development; family dynamics; strength-based parent education including methods to encourage parents as their child's first teacher; methods to help parents promote emergent language and literacy in their children including children who are learning English; communicating and motivating adults; health and community resources and linking families with appropriate resources; strategies for helping families coping with crisis; and the relationship of health and well-being of pregnant women to prenatal and early child development.

Language Ability:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Fluency in Spanish is helpful.

Math Ability:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

- This position requires the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- Must have working knowledge of basic computer applications such as Microsoft Office.

Certificates and Licenses:

- Valid driver's license.
- Must meet Day Care Licensing medical standards as proven by submittal of physical forms (including TB clearance) at the time of hiring and every other year thereafter.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually quiet.

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.
- The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms.

Employer's Disclaimer

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employee contract, implied or otherwise, other than an "at will" employment relationship.