

**RIVER DELTA UNIFIED SCHOOL DISTRICT
FIRST 5 SCHOOL READINESS HOME VISITOR**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform intensive in-home support services through home visitation to eligible families with children from birth to 5 years of age. To provide parents the necessary resources and early childhood education; to increase self-sufficiency and assist them in preparing their children for success in school and to encourage the view and practice in parents to act as their child's first teacher.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the director, First 5 School Readiness and Superintendent.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Recruit pregnant families and children birth to five into the program.
2. Perform intensive in-home support service to eligible families with children identify for recruitment from birth to five years of age; facilitate the role of parents as their child first teachers, and support and enable the increased self-sufficiency of families.
3. Ensure each child and family receives full range of services and activities provided by the First 5 School Readiness Program.
4. Provide case management services.
5. Collaborate with School Readiness staff for referrals, community organizations to support students and families.
6. Administer development, speech and language social/emotional screenings, extensive observations, and assessments on child and the family.
7. Attend professional development meetings, staff meetings, trainings, conferences and parent-teacher conferences when needed.
8. Collaborate with the School Readiness director to prepare and implement a developmentally appropriate home-based curriculum; emphasize the development of gross motor, fine motor, vocabulary, language concepts, literacy and numeracy, and speaking and listening skills.
9. Schedule and conduct weekly home visits to at least 25 families per year with each parent and child or family.
10. Promote school readiness and facilitate kindergarten transition by supplying materials and supplies to the child, parent and families.
11. Encourage parent involvement with parents in their home through the modeling of activities that provide a strong educational basis for school success for their children.
12. Provide activities for the parent and child at home that promote positive child development and parent-child development.
13. Collaborate with parent to develop appropriate developmental goals for child.
14. Promote parent involvement in school programs and activities by providing community resources to the parent.
15. Plan and provide each family with a minimum of two community activities per month promote healthy development and relationship building.
16. Provide child development information to pregnant and parenting mothers and fathers; assist parents in the development of parenting skills, education continuity, children's health, well baby checkups and immunizations.

17. Provide resources to parents and encourage their participation in meetings, parent education opportunities, community resources, field trips, events, and other activities.
18. As a mandated reporter, make the proper authorities of any undesirable home conditions.
19. Maintain confidential records and data on participating families according to established guidelines.
20. Document all contacts, referrals, and services provided and outcomes achieved for participants on a computer.
21. Gather data to evaluate case management services and delivery.
22. Complete and submit a variety of forms, documentation, and reports as required by the program funding.
23. Assist in program evaluation.
24. Responsible for the safety of assigned district evaluation.
25. Operate a computer and other office equipment.
26. Operate a vehicle to conduct work.
27. Lift light objects and children.
28. Perform related duties as assigned.

QUALIFICATIONS

Ability to:

Must have reading, writing, and speaking fluency in English and Spanish.

POSITION REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Credentials/Licenses

Associate degree in Early Childhood Education, Child Development, Family Studies, Social Work, related field or High School Diploma and 2 years of equivalent working with families of the local community or target population.

Current CPR/First Aid Certification

Valid California's Driver's license

20 hours of professional growth annually at minimum

Experience Training Preferred:

3 units or equivalent training in infant toddler development.

Exceptional personal, organizational problem solving, and cognitive skills.

WORKING CONDITIONS

Environmental Conditions:

Office, School and field environment; work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for sitting and standing for prolonged periods of time.

JOB PROFILE:

Annual contract: 11 months

Classified salary range: 13