

## Master Home Base Teacher

**REPORTS TO:** HB Specialist

**FLSA STATUS:** Non-Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible for working collaboratively with the parents to ensure the successful operation of the Home Base option and implementation of the curriculum to achieve outcomes for children of all abilities, including working with the team to plan, monitor and implement content areas within the Head Start Program.

### **Essential Functions:**

The Master Home Base Teacher will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Master Home Base Teacher responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Master Home Base Teacher will demonstrate competency to perform essential functions that include:

1. Substitute in variety homes and various locations.
2. Delivers direct services to pregnant women, parents, and their children.
3. Understands and provides all Home base and Pregnant Women Services, as appropriate for time with the caseload.
4. Provides home-based services to families per HSPPS. Services include all content areas: Education, Health, Nutrition, Disability, Family and Community Partnerships.
5. Recognizes the parent as the primary educator and caregiver for their children.
6. Plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum, as appropriate for time with the caseload, and promote children's progress, including children with disabilities and dual language learners, as appropriate, and to build respectful, culturally responsive, and trusting relationships with families.
7. Works with parents to develop and implement an educational program that includes ongoing assessment, and development of individual education plans (including IEP/IFSP goals as applicable) as appropriate for time with the caseload.
8. Provides socialization opportunities for enrolled and wait listed families and their children as needed.
9. Refer the child and family to community resources as needed.
10. Attends in-house training opportunities and works towards meeting agency education expectations.
11. Tracks inventory and maintains all supplies and materials.
12. Maintains confidentiality regarding families, staff, & community partners.
13. Travels as needed throughout PGCCS Head Start service area.
14. Represents the agency in a professional manner.
15. Utilize virtual platforms for meetings and communications.

### **Minimum Qualifications:**

1. AA degree in social work or related field required. BA degree preferred.
2. One year working in; Early Care & Education, Social Services, Education, Home Visitation, or

- Health Care. Preferred experience working with local community resources, diverse cultures, & adults.
3. Advanced Beginner to intermediate computer skills, internet and e-mail.
  4. Maintain Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, and as needed provide a vehicle for program business.
  5. Health Questionnaire is required at hire and will be updated every 3 years.
  6. Meet all agencies, state and federal required immunizations or have an approved exemption on file.
  7. Employee must be able to read, write, and understand English.
  8. Bilingual English/Spanish skills desire.
  9. Travel throughout Pinal and Gila counties daily using a personal vehicle as needed. Mileage will be reimbursed per Agency policy.
  10. Intermediate to advanced computer skills, internet and e-mail.

**Knowledge, Skills, and Abilities:**

1. Knowledge in Head Start Program Performance Standards, Arizona Department of Health Services, Bureau of Child Care Licensure, and familiar with community resources available to families in assigned community.
2. Ability to prioritize workload while being flexible to meet the ongoing needs of the enrolled families.
3. Intermediate to excellent oral and written communication skills. Ability to communicate in a professional manner with internal and external customers.
4. Proficiency in building productive, collaborative relationships.
5. Capacity to assist with program goals and objectives, and implement new procedures as directed.
6. Ability to work semi-independently under specific time frames and with complex and sensitive information. Work collaboratively with site, program, and community.
7. Capable of understanding of DCS mandated reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Position commutes to client homes and some work may be performed in a home, office, class, or community setting where minimal exposure to injury does exist. Hours of work will generally be during regular business hours and average at least 40 hours per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.



Rev 07/23

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date