

# Home Based Educator (Early Head Start)

## Application Deadline: ASAP

Colusa County Office of Education is recruiting for a Home Base Educator to develop, plan and conduct home visits with children and their families; organize and supervise social experiences for children and families; involve parents in program activities; provide parents with information regarding social and health services appropriate to meet the needs of the family.

### CURRENT ASSIGNMENT LOCATION:

Children's Services Main Office

### SALARY:

\$17.49 - \$20.24 per hour

### HOURS/DAYS:

7.5 hours per day, 261 days per year

### BENEFITS:

Partially paid medical, dental and vision benefits; paid sick and vacation leave; CalPERS retirement

### EDUCATION & EXPERIENCE:

- Graduation from high school plus 12 Early Childhood Education (ECE) units and two years experience working in an Early Childhood Center or social services setting.
- Minimum of a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's or bachelor's degree and two years' experience working in an Early Childhood or Social Services setting.

### LICENSES & REQUIREMENTS:

- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, COVID-19 vaccination verification (or program-required equivalent) a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer.

### KNOWLEDGE AND ABILITIES:

Bilingual English/Spanish preferred

### APPLICATION DEADLINE: ASAP

It is to your advantage to apply as soon as possible, as recruitment may close at any time.

Current CCOE-CS employees only: Letter of Interest and resume submitted to Human Resources

**Colusa County Office of Education (CCOE) participates in E-Verify.**

**To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.**

**Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco-Free Workplace.**



### Colusa County Office of Education

Human Resources  
345 5th Street, Suite A  
Colusa, CA 95932  
(530) 458-0350  
hr@ccoe.net

### APPLICATION PROCEDURE

Interested candidates must apply online at [www.edjoin.org](http://www.edjoin.org)

### REQUIRED APPLICATION MATERIALS

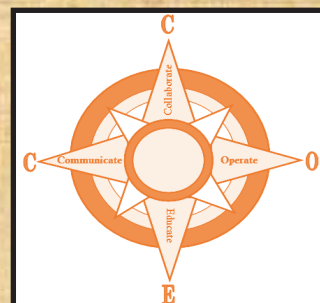
A complete application packet will include:

- Resume
- Letter of Interest
- Unofficial Transcripts
- Two Professional Letters of Recommendation (dated within the last 12 months, preferred)
- Permit Copy

Current CCOE-CS employees only: Letter of Interest and resume submitted to Human Resources

**All employment applications and supplemental documents must be submitted through EdJoin.**

**Incomplete application packets may not be considered.**



# COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

## REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

- Develop, plan and conduct home visits with children and their families according to established procedures and timelines; utilize the home as a learning environment. **E**
- Individualize home visit lesson plans; provide parents with information/skills to further their child's growth and development; provide parent/child education in assigned Head Start component areas; support the parent as the primary educator of the child. **E**
- Plan and provide cluster experiences for enrolled children to facilitate social development according to established timelines; complete developmental assessments on assigned children. **E**
- Maintain accurate and complete records of required program documentation on a timely basis. **E**
- Enhance professional growth by participating in staff meetings, training sessions and team meetings. **E**
- Involve parents in program activities; assist with transportation of parents as needed; plan and conduct parent meetings; teach parents Problem-solving skills. **E**
- Provide parents with information regarding social and health services appropriate to meet the needs of the family; assist families with the family action planning process to address goals and needs. **E**
- Develop and evaluate techniques, methods and materials appropriate to the home base option. **E**
- Communicate with County Office personnel and outside agencies to coordinate activities, make referrals, exchange information and resolve issues and concerns. **E**
- Operate a computer and standard office equipment. **E**
- Assist with the recruitment of families for the Head Start program.
- Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of program participants
- Community resources available
- Appropriate child development principles
- Adult education and communication techniques
- Principles and practices of good health and nutrition
- Program goals and objectives
- Intervention and prevention techniques when working with families in crisis
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Computer hardware and related software in order to perform word processing, information retrieval and maintenance of data

### ABILITY TO:

- Develop, plan and conduct home visits and individualized lesson plans
- Work effectively with low income and/or culturally diverse families
- Recognize, encourage, enhance and develop strengths of children and families
- Prioritize and schedule work
- Determine appropriate action within clearly defined guidelines
- Prepare and maintain accurate records and reports
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Observe legal and defensive driving practices while operating a vehicle to conduct work
- Lift and carry objects weighing up to 40 pounds
- Operate a variety of office equipment to perform assigned duties
- Operate a computer to complete reports and maintain data
- Translate oral and verbal communication in Spanish/English

## WORKING CONDITIONS:

### ENVIRONMENT:

- Outdoor, home and office
- Constant interruptions

### PHYSICAL ABILITIES:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information on the telephone or in person
- Kneeling or crouching when teaching an activity
- Dexterity of hands and fingers to operate standard office equipment and to teach activities
- Reaching overhead, above the shoulders and horizontally to retrieve and store materials
- Bending at the waist