

# Family Relief Nursery Teacher/Home Visitor

Position: Teacher/Home Visitor

Hours/weekly: 40 hours weekly/with full benefits

Supervised by: Program Site Coordinator

Location: Cottage Grove/Creswell

Starting salary range: 14.75 - 16.00

**Overview:** Teachers work and collaborate as a member of a teaching team to provide high quality early childhood services to children and families. Teachers develop, implement, and review activities to provide a developmentally appropriate early childhood program including environment, lesson plans, class schedules, documentation, and referrals to supporting agencies. Teachers use therapeutic and developmentally appropriate approaches to promote skill building and evaluate the progress of all enrolled children. She/he/they provides an on-going assessment of progress and facilitate transitions into Head Start, community childcare, preschools or kindergarten as recommended. Through home visits, teachers assist families in establishing a positive home environment to promote the physical, mental and emotional well-being of their children; she/he/they assists in strengthening the parent-child relationship by improving parenting skills, reducing family stress, and meeting the needs of parents. Teachers work in a non- judgmental, strength-based manner with individual family members, groups, and colleagues.

## **65% Therapeutic Classroom:**

- Assess and meet the needs of all children including those who are at risk, those with special needs, those who are gifted and those who are culturally diverse.
- Develop and utilize lesson plans, which reflect developmentally appropriate elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of infants, toddlers, and preschool-age children.
- Establish weekly goals that will promote individual and group educational plans.
- Develop and adapt the curriculum to meet the individual goals for children as identified in their individualized education plans.
- Follow a consistent schedule which included small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Prepare classroom materials to support lesson plans; change and create learning centers.
- Encourage experimentation, exploration, problem-solving, cooperation, socialization, and choice-making; ask open-ended questions and listen respectfully to the answers.
- Work with appropriate community agencies in developing specialized planning for children/families as needed.
- Promote health and safety at all times.

## **10% Home Visits/ Collaborative Service Delivery**

- Conduct regular home visits for purposes of assessment and support and to share information on parenting, educational strategies, and classroom progress.
- Apply working knowledge of parent-child interaction, child development, and the dynamics of child abuse and neglect to teach positive parenting skills and non-violent management techniques, reduce family stress and help empower parents to meet child and family needs.
- Complete all screening, assessments, and reports as scheduled.
- Work with the co-teacher to maintain a case plan with goals, objectives, and activities to meet individual children and family needs.
- Meet regularly with parents and other staff, including the mental health consultant, classroom supervisor, Director of Programs, and consultant as needed regarding each child's status and progress.
- Maintain familiarity and knowledge of community resources and use these appropriately to meet family needs.

## **15% Documentation and Program Support**

- Complete and maintain accurate and timely written records including assessments, special education documentation, screening instruments, documents for the transition to public school, parent/teacher conference and other required forms.
- Complete all paperwork accurately and consistently meet identified deadlines.
- Document all parent contact and maintain accurate, complete child files.
- Attend meetings, training, and appropriate professional development activities.
- Collaborate with others to plan and implement family night activities, playgroups, and other program events

## **5% other related Teacher Activities as needed**

- Responsible for maintenance of materials, equipment, and classroom supplies including preparation/clean up, and laundry. Assure general upkeep of office space, and classroom.
- Support in the staffing of transportation and bus-related activities.
- Assist as needed and/or assigned to related activities such as Parent Education Classes, Respite, Parenting Connection, and other parenting classes/services.
- Data entry
- Coordinating Immunizations and USDA
- Additional Home visits/Outreach families and related activities such as DHS services work, and regular meetings to community service providers.

## **Minimum Qualifications:**

- AA/AS degree from an accredited institution with a major in early childhood education, child development, or related degree **OR** Step 8 on the Oregon Registry **OR** Completion of 15 credits (quarter system) **OR** 10 credits (semester system) of training from an accredited institution in early childhood education **OR** child development, elementary education, or special education and a commitment to complete a professional development plan within the first year of employment.
- At least 6 months of qualifying teaching experience in a certified childcare center or comparable group care program, in the care of infant and/or toddlers/preschool-age children.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues, and other program operations.
- Strong commitment to Family Relief mission and values serving children and families as well as staff.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues, and other program operations.
- Possess strong verbal, written, communication skills, and be committed to staff development.
- Possess organizational, time management, and recordkeeping skills.
- Computer skills, to include use of the internet, email, and data entry (Microsoft Office) and the ability to learn new programs required for the position
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Culturally responsive with the ability to build trusting relationships with families.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation for daily operations.
- Must have a Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- An employer-paid pre-employment drug test is required.
- Successfully pass the Early Learning Division Central Background Criminal History Registry and the Oregon State Police Criminal Records.

**Preferred Qualifications:**

- At least one year of qualifying teaching experience in a certified childcare center or comparable group care program, in the care of infants/toddlers/preschool.
- Two years' experience teaching in a developmentally appropriate classroom with children six weeks to five years old with the ability to adapt curriculum, environment, and interactions to meet the needs of all children including at-risk children, special needs children, and culturally diverse populations.
- Home visitation experience.
- Bilingual English/Spanish.

**Additional Requirements:**

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within the first week of hire.
- Must maintain a valid driver's license, an acceptable driving record according to FBB criteria, and auto insurance. Ability to drive a 15 passage van
- Employees must sustain a drug-free and acceptable criminal record throughout the course of employment.

**Expected Hours of Work**

This position requires a flexible schedule to prepare the classroom, assist in transportation duties, and schedule home visits, and participate in program activities that may include, late and/or early mornings.

**Travel**

This position requires regular travel to perform home visits and occasionally to visit other sites and attend training/meetings.

While performing the duties of the job, the employee is regularly required to sit and talk or hear. The employee is normally engaged in low activity tasks such as sitting, standing, walking, and writing/typing. The employee is required to sit and stand at length. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.