



RELIABLE ENTERPRISES – LEWIS COUNTY HEAD START JOB DESCRIPTION

Job Title: Teacher/Family Educator		Reports To: Area Supervisor
Program: Lewis County Head Start		Supervises: N/A
Hours per week: 40 hours	Days per week: 5 days	Days per year: 186 days

Reliable Enterprises, dba, Lewis County Head Start provides learning opportunities in partnership with staff, parents, county, and state organizations to provide innovative educational and training programs for the development of dynamic individuals with strong moral values and a passion for lifelong learning.

Teacher/Family Educators immerse children in a playful and energetic learning environment, where imaginative conversations, role-playing, and center time are facilitated and valued as a foundation for long-term success. They conduct authentic observations, to assess children’s developmental progress and plan intentional classroom experiences to extend learning. Teacher/Family Educators maintain accurate records for children and their family; provide a safe, healthy, clean, and innovative learning environment. They engage parents in home visits semi-annually or more frequently if family needs dictate. Health and developmental screening is also completed by the Teacher/Family Educator to ensure children are succeeding at home and in school. Also responsible for creating strength based personal development plans with families that describe their goals, resources, strengths, weaknesses, and other necessary support services and act as a role model for children, parents/guardian, peers, program, and community.

Qualifications:

- BA in Human Development, Human Services, Early Childhood, or related field preferred.
- Minimum AA degree in Early Childhood Education or related field with qualifying Early Childhood endorsement, or Child Development Associate (CDA) credential.
- Prefer two (2) years successful experience in early childhood educational setting; OR two (2) years’ experience providing comprehensive services to families, including health, nutrition, child development and parenting education.
- Experience in collaboration with other agencies to develop and implement Family Support Plans.
- Verbal and written fluency in language(s) required by program.

Special Requirements:

- Negative results on pre-employment drug screen. Satisfactory criminal history checks.
- Initial health exam, First Aid/CPR, TB testing, and annual physical.
- Washington State driver’s license. Access to personal, legally licensed, and insured motor vehicle.
- Records management and retention experience.
- Act as a reporting agent for suspected child/adult abuse and neglect.
- Able to lift and potentially carry up to 35lbs. While performing the duties of this job, the employee is regularly required to sit for long periods of time, talk and hear, perform fine motor, hand and finger skills in the use of a keyboard, telephone, cell phone, texting, and writing. The employee is frequently required to stand, walk, and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus.

CORE COMPETENCIES

COMPETENCY	RESULTS
<p>COMMUNICATION</p> <p><i>RE Strategic Goals:</i></p> <ul style="list-style-type: none"> • Developmental Disabilities • Respect Reliable Enterprises Legacy • Foster Community Engagement & Self-Sufficiency of Staff & Clients 	<p>Demonstrates strong verbal and non-verbal communication skills with clients, public, sub-contractors, and staff, ensuring communication is at a level appropriate to individual understanding.</p> <ul style="list-style-type: none"> • Understand and learn from what others say. • Grasp the meaning of written information and apply it to work situations. • Convey ideas and facts both orally and in writing. • Maintain confidentiality of information and accurate client and/or sub-contractor records.
<p>POSITIVE, GOAL ORIENTED</p>	<p>Engages in mutually respectful goal oriented partnerships with staff and external</p>

<p style="text-align: center;">RELATIONSHIPS</p> <p><u>RE Strategic Goals:</u></p> <ul style="list-style-type: none"> • Expansion • Developmental Disabilities • Improve Organizational Structure & Infrastructure • Respect Reliable Enterprises Legacy • Foster Community Engagement & Self-Sufficiency of Staff & Clients 	<p>customers to promote delivery of quality customer service.</p> <ul style="list-style-type: none"> • Take personal responsibility for the quality and timeliness of work, and achieve results with little oversight. • Perform tasks with care; is thorough, checks work for accuracy and completeness. • Develop and sustain collaborative working relationships with other staff, agencies, and community. • Adapt positively to changing business needs, conditions, and work responsibilities.
<p style="text-align: center;">SELF-AWARE AND CULTURALLY RESPONSIVE RELATIONSHIPS</p> <p><u>RE Strategic Goals:</u></p> <ul style="list-style-type: none"> • Expansion • Developmental Disabilities • Housing, RE Facilities, Real Estate • Foster Community Engagement & Self-Sufficiency of Staff & Clients 	<p>Respects and responds appropriately to the culture, language, values, and structure of the clients/customers served.</p> <ul style="list-style-type: none"> • Customer Centric – build and maintain customer satisfaction with the services offered by the agency/program. • Cross-Cultural Agility – help create a work environment that support peoples equality, diversity, and rights. • Integrity, Trust & Credibility – establish and maintain others’ trust and respect through consistent honesty and professionalism in all directions.
<p style="text-align: center;">COORDINATED, INTEGRATED, AND COMPREHENSIVE SERVICES</p> <p><u>RE Strategic Goals:</u></p> <ul style="list-style-type: none"> • Expansion • Developmental Disabilities • Housing, RE Facilities, Real Estate • Foster Community Engagement & Self-Sufficiency of Staff & Clients 	<p>Acts a member of a comprehensive services team so that agency and/or program specific activities are coordinated and integrated throughout.</p> <ul style="list-style-type: none"> • Seek to understand other programs within Reliable Enterprises, including their services, deliverables, and measures/outcomes. • Make appropriate referrals with Reliable Enterprises programs. • Planning and organizing, in partnership with agency/program staff, opportunities for individual, clients/sub-contractor, program(s), and/or agency growth and development through multiple sources. • Use appropriate channels of communication and knowledge base to ensure understanding and quality service delivery. • Promote cooperation and commitment within a team to achieve goals and deliverables. • Innovation – streamline systems and service delivery.
<p style="text-align: center;">DATA DRIVEN SERVICES AND CONTINUOUS IMPROVEMENT</p> <p><u>RE Strategic Goals:</u></p> <ul style="list-style-type: none"> • Expansion • Developmental Disabilities • Housing, RE Facilities, Real Estate 	<p>Collects and analyzes information to find new solutions to challenges as part of on-going monitoring to improve service delivery and meet agency/program requirements.</p> <ul style="list-style-type: none"> • Data management of referrals and required monthly record keeping. • Analysis/Reasoning – examine data to grasp issues, draw conclusions, and solve problems. • Critical Thinking – make timely, informed decisions that take into account the facts, goals, constraints, and risks. • Problem Solving – resolve difficult or complicated challenges. • Innovation – develop fresh ideas that provide solutions to all types of workplace challenges.
<p style="text-align: center;">FOUNDATIONS FOR PROFESSIONAL GROWTH</p> <p><u>RE Strategic Goals:</u></p> <ul style="list-style-type: none"> • Expansion • Developmental Disabilities • Housing, RE Facilities, Real Estate • Develop & Maintain Financial Stability • Improve Organization Structure & Infrastructure • Respect Reliable Enterprises Legacy • Foster Community Engagement & Self-Sufficiency of Staff & Clients 	<p>Participates actively in opportunities for continuous professional development.</p> <ul style="list-style-type: none"> • Learning Agility/Development – display on-going commitment to learning and self-improvement. • Seek Coaching/ Mentorship to further professional growth and development, and/or when faced with a challenge, or new learning opportunity. • Result Focused & Initiative – focus on results and desired outcomes and how best to achieve them. • Adaptability/Self-Management – manage own time, priorities, and resources to achieve agency/program goals/outcomes. • Stress Tolerance – maintain composure in highly stressful or adverse situations. • Tact – diplomatically handle challenges or tense interpersonal situations.

Reliable Enterprises is an organization that provides opportunity without regard to race, color, religion, creed, gender,

national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

I understand that this job description will be the primary basis of my performance appraisals, taking into account any mutually agreed-upon exceptions.

Employee's Signature

Date

Supervisor Signature

Date