

**FORT BELKNAP HEADSTART
656 AGENCY MAIN STREET
HARLEM, MT 59526
406-353-2827**

TITLE: Home Base Teacher

STATUS: FULL-TIME/PERMANENT

DEPARTMENT: Education

PROGRAM: Head Start

LOCATION: Reservation Wide

SUPERVISION RECEIVED: Education Manager

SUPERVISION EXERCISED: None

JOB SUMMARY:

The home visitor is to help parents improve their parenting skills and assist them in the use of the home as the child's primary learning environment. To work closely with the parents to provide learning opportunities to enhance their child's growth and development. To Promote parents to become their child's advocate.

GENERAL DESCRIPTION OF DUTIES:

1. Provide one home visit per week per family (a minimum of 32 home Visits per year) lasting for a minimum of 1 ½ hours each.
2. Provide at a minimum two group socialization activities for each child. (a minimum of 16 group socialization activities each year.
3. Make up home visits or group socializations that were cancelled by the Grantee or by the program staff when this is necessary to meet the Minimum stated above. (Medical or social service appointments may not replace home visits or scheduled group socialization activities)
4. Maintain records, participate in pre-service training and other required Education training. Develop and maintain Home Base activities plans Current and relevant.
5. Maintain an average caseload of 10 to 12 families per home visitor with The maximum 12 families for any individual home visitor.
6. Home visits must be conducted by the home base teacher with the Content of the visit jointly planned by the home visitor and the parents. The home visitor may not conduct home visits with only baby sitters or Other temporary caregivers in attendance.
7. Coordinate follow-up with appropriate arrange and introduce Head Start services.
8. Develop a partnership Agreement with parents and continue with Follow-up service delivery.
9. Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Head Start
2. Clear communication skills
3. Maintain a clean driving record and willing to travel on or near the reservation, program wide.

EDUCATION:

A degree in Early Childhood Education or Child Development Assessment (CDA) and working towards a higher degree.

EXPERIENCE:

Three years experience in teaching pre-school.

SPECIAL CONDITIONS:

1. Maintain CONFIDENTIALITY at all times except when directed to do so when requested by law.
2. Possess a valid State of Montana Driver's License
3. Comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug/Alcohol Free and Testing Policy
4. Subject to a thorough background check and work history.
5. Must **never** been convicted of a **felony** or misdemeanor within one(1) year of applying for position.
6. Three letters of reference
7. Current physical and TB test
8. Current First Aid/CPR card

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applications will be asked to produce documentation.

I have read the job description and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description as the need arises.

Employee

Date

Supervisor

Date