

Home-based Educator (7)

Head Start · Location-varies, Minnesota

Job Title: Home-based Educator

Department: Head Start

Supervisor: Family Services Coordinator

FLSA Status: Non-exempt

Job Status: Full-time, 36 hours per week

RESPONSIBILITIES

Provide a comprehensive Early Head Start experience through weekly home visits and socialization sessions, integrating all program components and supporting families in child development and self-sufficiency.

KEY DUTIES:

- Conduct weekly home visits and twice-monthly group socializations aligned with curriculum goals.
- Monitor child development and adjust plans based on individual data and school readiness goals.
- Partner with families to complete Family Partnership Agreements and support goal setting.
- Ensure all program components (education, health, nutrition, etc.) are included in the services.
- Maintain accurate documentation, case notes, and records.
- Uphold professional boundaries and confidentiality; make referrals as needed.
- Share community resources and promote adult education and self-sufficiency.
- Assist with outreach and recruitment efforts.
- Model Semcac's Code of Conduct and Behavior Guidance policies.

General Duties (for all Head Start Staff):

- Respect family cultures, languages, and values.
- Maintain confidentiality and act as a mandated reporter.
- Support recruitment and enrollment efforts.
- Participate in professional development and required trainings.
- Promote diversity, equity, and inclusion.

Physical Requirements:

- Frequently use hands and fingers for computer work, including typing and data entry.
- Remain in a stationary position for extended periods while working at a computer and using standard office equipment.
- Frequently read and review documents, screens, and data reports.
- Regularly reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds.

- Exposure to typical classroom environments with small children (noise level, lighting, movement, etc.). Required to stand, move about, use hands and fingers, reach with hands and arms, and position themselves (including stooping, kneeling, bending, crouching, crawling, or sitting on the floor) to meet the needs of children.
- Ability to travel between program sites and community locations; may require operating a personal or agency vehicle.

EDUCATION AND EXPERIENCE:

- Must have at a minimum, a Home Visiting CDA credential or related degree.
- CPR and First Aid certification (or willingness to obtain).
- Family Service Credential within 18 months of hire (provided by Semcac Head Start).

KNOWLEDGE AND SKILLS:

- Computer/keyboarding skills are required.
- Demonstrated effective written, verbal, and interpersonal skills.
- Understanding and respect for cultural diversity and participants' right to make their own decisions.
- Knowledge and understanding of child development.
- Knowledge about community resources available to families.
- Ability to work independently and as part of a team.
- Ability to travel in a six (6) county area regularly and out of the six (6) county area for meetings, workshops, and conferences.
- Reliable mode of transportation.
- Reliable, regular attendance.
- Demonstrated ability to work with other service providers on behalf of participants.
- Demonstrated problem-solving or conflict resolution skills.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested by Head Start regulations.

Semcac reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Semcac is an equal opportunity employer.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS DESCRIBED IN THIS JOB DESCRIPTION. Are you capable of performing, in a reasonable manner, with or without reasonable accommodation, the activities described in this job description?

Please check one:

- YES
- NO

Employee Signature and Date

Supervisor Signature and Date

Director Signature and Date

Prepared By: Tara Blom Revision Date: 06/30/2025 Approved By: Jeff Rogness Approved Date: 06/30/2025
