



Meeting Street

JOB VACANCY NOTICE

POSTED: 12/23/11

Job Title: Early Childhood Educator (Home Based)	Program: Early Intervention
Supervisor: Manager, Early Childhood Education (Home Based)	Working Hours: 40
Position Supervised (if any):	Job # 200014

Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.

SUMMARY OF MAIN DUTIES:

To evaluate infants and toddlers (0-36 months) in order to identify educational needs, and develop, implement and document the delivery of appropriate educational programs which achieve quantifiable results and enable a child and family to receive the rights, procedural safeguards and services authorized under federal, state and local early childhood programs.

JOB DUTIES:

- Provide early childhood education services (including parent education, advocacy and support groups) in home and community based settings that are in compliance with all applicable federal, state and agency policies, procedures and regulations.
- Participate in team evaluations and screenings of infants and toddlers to determine their level of functioning, strengths and concerns in education, cognitive, motor, speech and language, social/emotional, and adaptive developmental areas.
- Provide children with a safe, nurturing, engaging, and secure learning environment that supports and respects gender, culture, language, ethnicity and family composition in order to help them gain the awareness, skills, and confidence necessary to succeed.
- Integrate the parents/guardian/families in the early childhood education program; work collaboratively with parents by soliciting parental information, observations and concerns about their child's education and development, and invite parents to become integrally involved in the development of the curriculum and approach to child development and education.
- Develop a written plan (curriculum) that includes the goals for a child's development and learning, experiences through which they will achieve those goals, what staff and parents will do to help the child achieve those goals, and the materials needed to support the implementation of the plan; ensure opportunities of creative self-expression through activities such as art, music, movement and dialogue.
- Support emerging literacy and numeracy development through materials and activities appropriate to the developmental level of each child.
- Share observations of their child and discuss/anticipate with parents their child's development.
- Provide information to parents regarding appropriate responses to their child and how to strengthen nurturing, supportive environments and relationships in the home.
- Individualize a written educational plan to be developmentally and linguistically appropriate, recognizing that all children have individual rates of development, interests, temperaments, languages, cultural backgrounds, and learning styles.
- Support a child's social/emotional development by building trust, fostering independence, encouraging self-control, encouraging respect for the feelings and rights of others, and supporting and respecting the child's culture.
- Provide consultation and support to ensure a smooth transition into and out of early childhood programs.
- Maintain current and accurate record keeping in accordance with all applicable federal, state, local and agency policies and procedures.

- Assist in planning an annual training program for early childhood educators.
- Assist in the development and implementation of strategic initiatives, annual budgets, and marketing plans related to Early Childhood Education Services.
- Attend staff meetings to insure excellent communication among all program staff and high quality outcomes for children and families.
- Assist in the design and implementation of an outcomes measurement process to track and measure the success and effectiveness of all early childhood education activities.
- Participate on internal and external committees and ad hoc task groups as directed.
- Other duties as assigned.

PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:

A. SKILLS

Knowledge and skill in early childhood education and development.
 Ability to establish supportive, trusting relationships with young children and their caregivers.
 Excellent verbal and written communication skills.
 Capacity to work independently in families' homes and in community settings.
 Respect for cultural, ethnic and linguistic diversity.
 Ability to work collaboratively with colleagues and community providers.
 Ability to use reflection to examine clinical work with young children and families.
 Good organizational and time management skills.
 CPR and first aid certifications.

B. PROFESSIONAL AND LEGAL STANDARDS

Rhode Island licensure as an early childhood educator

C. EXPERIENCE

Two years experience in early childhood setting required; experience in home-based setting preferred.

D. TRAINING AND EDUCATION

Bachelor's Degree in Early Childhood Education required; Master's Degree preferred

For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280

Application Deadline:

To apply for this position, please submit a completed Job Vacancy Application to:

Forward Resume to: (Please refer to job # **200014** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: resumes@meetingstreet.org