

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## JOB DESCRIPTION

### Home Visitor

**Department:** Early Childhood Programs

**FLSA:**  Exempt  Non-Exempt

**Reports To:** Designated administrator

**Board Approved Date:** July 3, 2018

**Job Code:** TBD

**Salary Schedule:** S03

**Work Days:** 196 Days

**Work Hours:** 7.5 hrs/day

**JOB GOAL:** Responsible for assisting with the delivery of a variety of services to children and parents in an effort to promote and support parent engagement, parent understanding of child development, parents as the first educators of their children, parents implementing lesson plans, parents to participate in group meetings, and parent education to support the development of school readiness skills.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Assist with the delivery of services to children and families in accordance with program requirements, rules, and regulations.
2. Implement and assist with the recruitment and enrollment process of children and families in order to maintain full program enrollment and ensure that program attendance procedures are followed.
3. Model and provide experiences to families to support school readiness skills and promote effective strengths-based parent education, including methods to support parents as first teachers for their children.
4. Prepare developmentally appropriate lesson plans, and demonstrate lessons with families for weekly home visits that promote parents' abilities to support a child's cognitive, social, emotional, and physical development.
5. Participate in planning and implementation of program activities and functions.
6. Participate in case management and the intervention, referral, and evaluation process.
7. Deliver and role model the curriculum as required by the program with parents, and provide parents with updated materials and information regarding parent meetings or community events.
8. Hold regular meetings to provide an opportunity for parents to meet each other, share and learn from each other's experiences, and receive additional support.
9. Continue professional growth through an ongoing program of reading, workshops, training, and/or course work
10. Maintain and submit complete and accurate records as required by program guidelines, district policy, and administrative regulations while maintaining confidentiality,
11. Adjust work hours as necessary to meet family and program needs, and alert management of any changes
12. Maintain individual records on children, including screenings, assessments, referrals, progress reports, documentation of home visitation activities, etc.
13. Perform other duties as assigned.

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Ability to plan and implement home-based learning experiences that ensure effective implementation of the home visiting curriculum
- Ability to relate to and communicate with preschool children and families
- Ability to travel to a variety of locations and work a fluctuating schedule to meet program requirements
- Ability to communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
- Ability to prepare and maintain accurate records
- Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships and to achieve program goals and objectives
- Ability to effectively use technology in daily work
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes

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- This position is subject to an initial health examination

### EDUCATION, TRAINING & EXPERIENCE:

- High school diploma or equivalent
- Must be at least 18 years of age

### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Child Development Associate (CDA) Credential or Child Development Associate Equivalent (CDAE) Credential **OR** agreement to earn a CDA or CDAE Credential within eighteen months (18) of employment; must maintain credential condition of continued employment **OR** equivalent coursework as part of an associate's or bachelor's degree
- Valid Florida driver license and record of safe driving. Must provide own transportation.
- Satisfactory completion of First Aid and Cardiopulmonary Resuscitation (CPR) course **OR** agreement to meet this requirement within one (1) year of employment; must maintain these certifications as a condition of continued employment

### PREFERRED QUALIFICATIONS:

- College coursework or training in Early Childhood, Social Work or related field
- Previous training and/or experience working with infants, toddlers, and/or prekindergarten children
- Bilingual
- Experience working with families in poverty
- Experience working in schools and with social services agencies
- Experience facilitating meetings with parents and other community members
- **Current and former parents or guardians of children served by the program will receive preference for employment in vacancies for which they apply.**

**SUPERVISORY RESPONSIBILITY:** none

### PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

“X”

	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
X	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
	Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITY:

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
F	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
R	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

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F	Bending	Lowering the body forward from the waist.
F	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
F	Kneeling	Bending legs at knee to come to a rest on knee or knees.
F	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
F	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to <b>20</b> pounds of force
R	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to <b>20</b> pounds of force.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to <b>20</b> pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.
R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

**'X'**

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

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Respirator	The worker is required to wear a respirator.
None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
X Other	The worker is required to work in families' homes on a daily basis, which may subject them to lack of air conditioning and other family environmental conditions that may affect existing health conditions.

### **MACHINES, TOOLS, EQUIPMENT:**

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Automobile.

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*