



**Position:** Family Educator  
**Supervisor:** Management Systems Manager on Point  
**Classification:** Level II

## + Overview

Family Educator is responsible for the development and implementation of educational home visit activities to ensure compliance with Head Start Performance Standards; fulfill responsibilities of Family Service Worker to recruit and provide support to parents as they identify and meet their own goals, education of other children, and collaborate with other community agencies.

## + Essential Job Functions

- Plan developmentally appropriate educational home visit experiences in accordance with Illinois Early Learning Standards and Head Start Performance Standards.
- Interact with parents and children in a developmentally appropriate manner using Conscious Discipline techniques.
- Jointly plan weekly lesson plans with the parent/guardian in accordance with Lesson Plan Procedure and P.A.T. (Parents as Teacher) Curriculum.
- Conduct required educational screenings and assessments.
- Maintain inventory of home visit supplies, equipment, and prepare supply requisitions according to Supply Requisition Procedure.
- Maintain accurate up-to-date children's files
- Complete progress reports on each child with an IEP/IFSP once a month.
- Assist with recruitment
- Monitor and educate parents with respect to child's health status in conjunction with Health Services support.
- Plan and implement 2 socializations per month in accordance with Socialization Procedure and Head Start Performance Standards.
- Assist families in their parental and child learning process
- Attend IEP/IFSP, Family Service Plan or other family meetings and/or conferences
- Document family case notes in client database system
- Maintain confidentiality of all information regarding children, families, and staff.
- Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards and DCFS Licensing standards with a minimum of 20 hours in-service training annually.
- Assist in recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.
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## + Education and Experience

- Must meet DCFS requirements for Early Childhood Assistants (Section 407.100 & 407.150). Home Visiting CDA, Associates, or Bachelor's degree in Early Childhood, Family Services or equivalent experience is preferred.
- Willing to obtain C.A.R.E. Course Credentials

## Community Action Partnership of Central Illinois Job Description

- Must successfully complete CPR, First Aid, Certified Food Protection Manager, and any other certification deemed necessary for operation of the program
- Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background Checks (Section 407.110).
- Must be physically able to lift 50 pounds and assist children as needed
- Valid Illinois Driver's License, dependable vehicle, and proof of insurance
- If this position requires you to drive an agency vehicle, you will be subject to CAPCIL insurance reviews. If for some reason, you are unable to be insured by the agency's insurance, you will be unable to drive CAPCIL vehicles, which could result in termination.

### + Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$2,500 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)
- 3 Personal Days (Available on your first day and prorated based on hire date)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

### + Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Ensuring compliance with Policy Council By-Laws	Head Start Policy Council (PC) has representatives from each classroom.	% Of representatives from assigned classrooms.	75% of assigned classrooms (measured quarterly) have a PC Rep that attends 90% of policy council meetings (measured semi-annually).
Ensuring compliance with ERSEA	Maintain enrollment pool according to the yearly assigned application goal	Complete applications to ensure goal is met as needed throughout the year	100% enrollment all year 45% at first selection 75% at second selection 95% at third selection
Services provided meet the needs of families	Customers are satisfied with their experience of Early Head Start Home Visits.	Customer satisfaction survey with an 8 out of 10 score	90% of families are satisfied

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Director

\_\_\_\_\_  
Date

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.  
Updated: August 1, 2023