



FOR HR USE	
Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
POSN Number	999309
Grade	12

D R A K E U N I V E R S I T Y
J O B D E S C R I P T I O N

NAME: VACANT

DEPARTMENT: EARLY HEAD START SCHOOL OF EDUCATION TITLE: INFANT TODDLER SPECIALIST/PARENT EDUCATOR

REPORTS TO: SPVR TITLE: EARLY HEAD START COORDINATOR

TO APPLY: Submit cover letter and resume to:
Mary Middleton, Head Start
Drake University
3206 University Avenue
Des Moines, IA 50311
E-mail: mary.middleton@drake.edu

ESSENTIAL JOB FUNCTIONS

- Conduct initial and ongoing family home visits and socializations. 50%
- Create and maintain accurate, confidential reports and records within applicable regulations and performance standards. 15%
- Provide parents with the education, information and resources to help their child develop a positive self-concept and support child development with proper guidance techniques. 5%
- Design, implement and evaluate developmentally and age appropriate curriculum which includes a variety of activities and allows for different modes of learning among children, especially those with special needs or "at risk status". 5%
- Monitor and document children's progress and evaluate appropriateness of curriculum to meet children's developmental needs. 5%
- Meet with parents, caregivers, and other agency personnel as appropriate to create plans for children to succeed in child care and at home. 5%
- Serve as a resource and support person to families and staff and the community. 5%
- Assist with development of family involvement programs. 5%
- Continue professional growth by attending classes and workshops, reading new materials, and contributing resources to the program. 5%

Perform other duties as assigned.

Comments:

Ensure compliance with Federal Head Start Performance Standards, state and local regulations and rules.

Ensure the confidentiality of all documents maintained in the department.

Promote Head Start philosophy and initiatives.

Prompt and regular attendance.

The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL ELEMENTS

EDUCATION:	Bachelors Degree in one of the following areas: infant and toddler development, child development, early childhood education or related field. If related field, CDA credential or equivalent at time of employment or equivalent within one year of employment.
EXPERIENCE:	Moderate: 2 years working with infants and toddlers, and their families required. Home visiting experience preferred.
OTHER ESSENTIAL TRAINING AND SKILLS:	Computer Experience (PC), Word Processing Applications (i.e. Microsoft Word, Excel), Publishing Applications (i.e. PageMaker), State Driver's License, Bilingual skills preferred.

SCOPE

COMPLEXITY:	Work is substantially complex and varied and requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.
CONSEQUENCE OF ERROR:	Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of organization activities.
DECISION MAKING:	Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.
IMPACT:	Moderate Impact - Causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.

WORKING CONDITIONS & PHYSICAL EFFORT

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.			X		
2. Lift objects weighing 21 to 50 pounds.		X			
3. Lift object weighing 51 to 100 pounds.	X				
4. Lift objects weighing more than 100 pounds.	X				
5. Carry objects weighing up to 20 pounds.			X		
6. Carry objects weighing 21 to 50 pounds.		X			
7. Carry objects weighing 51 to 100 pounds.	X				
8. Carry objects weighing 100 pounds or more.	X				
9. Standing up to two hours at a time.				X	
10. Standing for more than two hours at a time.	X				
11. Twisting or turning head or back.				X	
12. Stooping, bending, kneeling, or crawling.				X	
13. Ability to reach and grasp objects.					X
14. Manual dexterity or fine motor skills.					X
15. Color vision - the ability to identify and distinguish colors.					X
16. Ability to communicate orally.					X
17. Ability to hear.					X
18. Pushing or pulling carts or other such objects.			X		
19. Proofreading and checking documents for accuracy.				X	
20. Using a keyboard to enter and transform words or data.				X	
21. Using a video display terminal.				X	
22. Working in a normal office environment with few physical discomforts.				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.	X				
26. Operating automobile or van.				X	
27. Operating heavy equipment.	X				
28. Extreme temperatures, such as cold or heat.				X	
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects	X				
30. Other physical ability or hazard exposure required by the job.				X	