

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Home Educator/Facilitator	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-35/CSEA 125 Salary Schedule

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**LANGUAGE OPTIONS:**

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to communicate, translate and assist in the education of each student at a high level.

**DISTINGUISHING CHARACTERISTICS:**

Home Educator/Facilitator – Incumbents do not require a second language.

Home Educator/Facilitator (Bilingual) – Incumbents are required to speak, read and write in English and a second language.

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, identify families with children ages birth through five for outreach to assist in the education of each child at a high level; train family /caregivers in the home to prepare the child(ren) for school entry; obtain information for on-going data collection; provide translation and interpretation services to families for workshops and meetings; maintain basic knowledge of community and agencies to provide services to families and children ages birth through five.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Actively identify and recruit program participants to promote early childhood education in reading, writing and math. *E*

Assist in the preparation and implementation of a developmentally appropriate home-based education curriculum for families of children ages birth to five. *E*

Provide materials and lessons to assist family/caregiver in preparation for school readiness, including educating families in their home through the modeling of activities that provide a strong educational basis for school success for their children. *E*

Provide ongoing clear communication with families to ensure that services are received in a reasonable, timely manner to meet the needs of the families and children. *E*

Make referrals to community-partner health services and other agencies as needed to provide families access to a variety of options. *E*

Identify children with special needs and refer to appropriate agencies; assist families in resolution of family/child issues through referrals for counseling services. *E*

Collect, record and input confidential data on participating families on an ongoing basis, as well as maintain records of all contacts, referrals and services provided for participants. *E*

Assist with the coordination of workshops on family literacy, parenting skills, nutrition, health, and other activities to meet the needs of the families. *E*

Interpret for workshops, meetings and general communication, as well as translation of written material to ensure understanding of the program or activities. *E*

Attend appropriate training sessions, workshops, conferences and team meetings.

Collaborate with supervisors, staff and other site personnel. *E*

Perform clerical duties including, filing, posting, record keeping and preparation of routine reports; operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computers and assigned software. *E*

Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of experience working with families and children or Early Childhood Education units.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License; must pass Fresno Unified School District's Language test to demonstrate proficiency in English and designated second language if hired/assigned to bilingual position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written use of English and designated second language as related to assigned duties.

Cultural background of diverse groups.

Effective community-relations techniques and principles.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities.

Oral and written communication skills.

Accurate record keeping and filing techniques.

Basic operation of a computer to enter data and other office equipment.

District and community resources.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Read, write, speak, interpret and translate English and a designated second or third language as related to assigned duties.

Work collaboratively with families to educate them using a home-based education program.

Conduct interviews for the purpose of obtaining information (data collection).

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with a diverse range of people.

Plan, prioritize and organize work with minimal supervision to meet schedules and timelines.

Perform clerical duties, including filing, posting and record keeping.

Prepare and deliver oral presentations using proper public speaking techniques.

Learn new or updated computer systems/software programs to apply to current work, as trained.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; driving own vehicle to conduct work, working in homes in the community; contact with young children, families, site and District staff and community representatives of local agencies; constant interruptions; repetitive activities; contact with dissatisfied individuals

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, stand, walk and climb stairs carrying a educational materials; sit on floor for a period of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information , make presentations and conduct telephone interviews in English and a designated second language if assigned in a bilingual setting; seeing to read fine print; possible lifting of moderately heavy materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

***E= Essential Functions***