



NORTHERN ARIZONA COUNCIL OF GOVERNMENTS (NACOG)

Home-Based Teacher

Department: Head Start

Pay Grade: G12

FLSA: Exempt

Reports to: Home-Based Manager

POSITION SUMMARY:

Working under general supervision and with moderate difficulty, this position is responsible for planning, implementing, and monitoring the mobile home-based program to enrolled children and providing instruction in activities designed to promote social, physical, and intellectual growth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Instruct children and facilitate developmentally appropriate activities in education, health, family services, nutrition, and mental health and disabilities to encourage growth
- Develop and maintain trusting relationships with children and families to ensure a successful learning environment
- Develop and implement weekly lesson plans to ensure program compliance
- Analyze data and provide reports to ensure performance standards and grant requirements are met
- Develop individual plans and tracking for children and families, socialization, health and education screening and family goals to ensure integration of all components and operational activities
- Develop and implement weekly schedule of contacts, home visits, and incorporate community services
- Facilitate and monitor family home visits, and supervision of children to ensure safety
- Provide high level of engagement and outreach with communities, and recruitment of families
- Provide registration and program orientation to families to ensure appropriate services are provided
- Drive the classroom mobile unit within the service region, establish parking, set up, safety, cleaning, and maintenance of the mobile unit

Other related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

(APPROVED [8-10-2022])

Revised 11/12/2024, 02/04/2025

Home-Based Teacher ...CONTINUED

Bachelor's Degree from an accredited college or university in Early Childhood Education or Child Development; or a BA or BS in a related field to Early Childhood Education or Child Development with experience teaching preschool children and a State-awarded certificate to teach in a preschool program.

CONDITIONS OF EMPLOYMENT:

- Criminal Background Check
- Fingerprint Clearance Card, Level I
- Driver's License (if out of state license, obtain Arizona license within one year)
- Motor Vehicle Report (annually)

CERTIFICATES & LICENSES:

- CPR (within 6 months of hire date)
- First Aid (within 6 months of hire date)
- CDL (within 6 months of hire date)

TECHNICAL COMPETENCIES:

- AZ Early Learning Standards
- Behavior management
- Childhood development
- Early childhood education
- Head Start Performance Standard

GENERAL COMPETENCIES:

- Collaboration
- Communication
- Conflict resolution
- Cultural competence
- Discretion
- Initiative/innovation
- Mentoring/training
- Problem solving skills

TRAVEL REQUIRED:

☐ < 5% ☒ < 25% ☐ < 50% ☐ < 75% ☐ 100%

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

Physical Activity: Frequent listening, talking, standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, lifting, finger use, grasping, feeling, and repetitive motion, and driving. Occasional sitting and pulling.

(APPROVED [8-10-2022])

Revised 11/12/2024, 02/04/2025

Home-Based Teacher ...CONTINUED

Physical exertion: ___ Sedentary; ___ Light; X Medium; ___ Heavy; ___ Very Heavy. Work involves exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual requirements: Close visual acuity for compiling and analyzing data; viewing a computer screen; and reading.

Working conditions: Regular exposure to potential physical harm, hazardous chemicals, and infectious disease. Occasional exposure to extreme weather conditions.

NACOG is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, genetic information, or any other characteristic protected by the state, federal, or local law. NACOG is committed to providing access, equal opportunity and reasonable accommodation for individual with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact the Human Resources Director, 928-774-1895, HR@nacog.org.

SIGNATURES:

This job description has been approved by:

Department Director: _____

Date: _____

Human Resources Director: _____

Date: _____

Executive Director: _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____