

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: HOME VISITING SPECIALIST, LEAD - EARLY HEAD START - RESTRICTED

BASIC FUNCTION:

Under assigned supervision, the Home Visiting Specialist, Lead - Early Head Start - Restricted is responsible for providing intensive and comprehensive home visiting services to families and children to promote high-quality early learning experiences in the home to support the child's growth towards school readiness; promotes the parent's role as the child's teacher through experiences focused on the parent-child relationship and the family's home as a learning environment; plans and provides parent-child sessions with groups of children and their families.

occuring problems and calmly handle suddenly developing, complex problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others within the home

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a totally comprehensive list of duties, nor is it restricti

ESSENTIAL/TYPICAL DUTIES:

Provides in-home instruction and group socialization e
parents' ability to fill the role of primary nurturer fo
more technical areas of the program; takes the lea
pregnant/expecting families.

Provides training, guidance, coaching and direction to
visiting unit regarding required tasks and federal regu

Conducts required number of home visits and group se
up home visits and group session to ensure complianc

Provides weekly home visits and bi-monthly parent
enhance the parents'

In partnership with the parent, co-plans home visit and group session activities and topics encouraging positive parent-child interactions and keeping parent in the "teacher" role.

Helps parents provide a safe and clean home environment for their child and family that allows for general hygiene practices to be learned and adopted.

Promotes and supports parent responsiveness to child cues during home visits and in group social sessions; allows parent-child interactions to continue uninterrupted.

Encourages parents to use a daily family routine as an opportunity for their child's learning; encourages the use of materials and equipment to help the child learn how to think, reason, and solve problems.

Assists parent with learning methods to support parenting strengths and goals.; teaches parents about typical social behaviors at different stages of development; promotes parent's use of positive strategies to support their child's social emotional development.

Completes observations, ongoing assessments and other Head Start/Early Head Start related paperwork.

Administers developmental and social-emotional

Record-keeping techniques.
Oral, written, and public speaking skills.

ABILITY TO:

Dexterity of hands and fingers to operate equipment.

Sitting or standing for extended periods of time.

Lift up to twenty-five (25) pounds.

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Approved by the Personnel Commission: October 13, 2021



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 10/13/21