

Prevention Initiative Reflective and Administrative Supervisor

***This is a support staff, bargaining unit position.**

QUALIFICATIONS:

Certification:

- Professional Educator's License through Illinois State Board of Education (ISBE) or
- Bachelor's Degree in a Social Service Field and must obtain Gateway to Opportunity credentials as required by the Prevention Initiative (PI) Program

AND

- Trained in Baby Talk model of home visits. If not trained, must be willing to fully participate in professional development to be trained in this program model or any subsequently adopted model as required by the Prevention Initiative Grant.

REPORTS TO:

Direct Supervisor: Building Principal

VISION:

The PI Home Visitor will perform duties that support the delivery of services to the Birth-3 population and their families in the Pekin Community.

JOB RESPONSIBILITIES:

- Will attend Baby TALK Reflective Supervision Training as required by program
- Will meet with and provide supervision to each PI Home Visitor as required by the program and Building Principal for reflective and administrative supervision
- Will participate in local community collaborative and professional groups as they relate to early childhood.

- Conducts home visits as required by the program
- Demonstrates a high level of professionalism and tact in all interactions
- Helps identify and enroll participating families in program services
- Maintains a child-centered, learn/play centered environment
- Assesses child growth and development as required by the program
- Observes and records progress as required by the program
- Provides parenting information and resources to parents of children birth through 3 years and 3 to 5 years
- Develops resources and materials to enhance the PI program
- Participates in and leads-out professional development activities and focus groups
- Maintains up-to-date records as required by the program and principal
- Performs other duties and assumes other responsibilities as may be assigned by the principal

TERMS OF EMPLOYMENT:

Work Day:

3.75 hours per day

Work Year:

215 days

Bargaining Unit:

Support Staff / Bargaining Unit

Salary and Benefits:

Per Contract (Support Staff Position Outside Salary Schedule)