

**REPORTS TO: ARESC HIPPY Coordinator**

### **QUALIFICATIONS**

- High School Diploma or GED Required, Child Development Associate (CDA) preferred
- Pass a criminal Background and Child Maltreatment check
- Reliable transportation
- Demonstrate excellent written and verbal communication skills
- Basic computer skills
- Ability to work comfortable with caregivers in their homes
- Available to work some evenings
- Available to travel out of town for trainings and conferences
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require
- Career Ready Certificate is Preferred

### **SPECIAL KNOWLEDGE/SKILLS**

- Ability to be dependable and report to work daily
- Exhibit characteristics of being self-motivated and team-focused
- Ability to follow oral and written directions
- Ability to establish effective working relationships and cooperatively work in a team
- Exhibit effective communication skills
- Possess a servant spirit and willing to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

### **JOB GOAL**

To provide a high quality learning experience for every child we serve by focusing resources on the intellectual, physical, emotional, and social development of each child.

### **PERFORMANCE RESPONSIBILITIES**

- Recruiting and enrolling eligible families to participate in the HIPPY program
- Obtaining required eligibility documentation on each family enrolled
- Organizing material and information for in-home visits with families
- Making weekly contact with assigned families to roleplay HIPPY curriculum activities with parents
- Submitting completed and concise reports in a timely manner weekly to supervisor
- Planning and implementing parent group meetings
- Attending local and state required training
- Contribute to team effort by accomplishing related results as needed
- Display ethical and professional behavior in working with students, parents, school personnel, outside agencies
- Other related duties, as assigned

### **TERMS OF EMPLOYMENT - 178 day contract**