PROGRAM DIRECTOR/TRAINER (Part Time)

Overview of HOME WORKS!
HOME WORKS! The Teacher Home Visit Program trains, supports, and helps pay teachers to visit the homes of their students performing below grade level to positively engage parents in their children’s education. HOME WORKS! is designed to have teachers and families collaborate to build a better connection and understand the crucial partnership needed between home and school for students to succeed. Learn more about us by visiting our website at www.teacherhomevisit.org.

Position Overview
This position partners with the Principals and Site Coordinators at assigned schools/districts to execute the processes necessary to effectively and efficiently support the teachers and implement HOME WORKS! in each school. This position will also provide training to Teachers and other school staff at our participating schools to teach them the skills and knowledge to conduct teacher home visits with fidelity.

Responsibilities

• **Build relationships** -
  - Develop a partnership between HOME WORKS! and the assigned schools
  - Maintain frequent contact with assigned schools, meet in person with Site Coordinators and Principal a minimum of every 4-6 weeks
  - Become familiar with the culture of the school and develop ways to make home visits part of that culture
  - Attend all meetings, trainings, family dinners and other HOME WORKS! events at each school as an active participant which includes interviewing families, making notes, administering surveys and encouraging participation in the Program
  - Provide any necessary support to the Site Coordinators at assigned schools to assure all of their responsibilities are completed on time and in accordance with the Manual
  - Work with assigned schools during the pre-implementation phase to plan for, schedule and coordinate all meetings, trainings and family dinners necessary for program implementation during the school year.

• **Technical aspects** –
  - Develop an understanding of systems and data necessary to implement the HOME WORKS! program and use the proprietary software to run reports
  - Learn the processes and data management of the assigned schools in order to integrate the process of data collection on the front end and back end of the Program implementation
  - Provide support for the Site Coordinators to gather data on participating students and teachers from assigned schools and provide it in the designated format for the proprietary HW! software

• **Provide Training** -
  - Conduct highly engaging training sessions that prepare teachers to make effective home visits according to the HOME WORKS! models
• Collaborate with other Program Directors (school liaisons) to develop training schedules for schools
• Coordinate with program staff to prepare for training sessions and assure the proper training materials are ready for each session
• Create new and modify existing training materials to be used to ensure program effectiveness and enhance learning

**Reporting** -
• Review Home Visit Report Forms and share information with HOME WORKS! leadership team and the Principals and Site Coordinators of the schools
• Document “good news” stories from parents, teachers and administrators during training sessions, family dinners or other HOME WORKS! functions
• Complete Family Dinner report forms (two per school per year) and submit reports to the HOME WORKS! leadership team
• Conduct meetings with Principals and Site Coordinators to solicit feedback regarding the successes and issues, provide updates to HOME WORKS! leadership
• Assure all paperwork and forms associated with the Program implementation at assigned schools are complete and turned in on time
• Attend and actively participate in team meetings (twice a month) with the HOME WORKS! staff. These meetings include problem solving, decision making, brainstorming, research, development, and discussions designed to develop and grow our parent engagement/home visit programs

**Continuous Improvement** -
• Work to lead continuous quality improvement initiatives and the integration of best practices within the program
• Study trends and stay current on issues related to the mission and vision of HOME WORKS!

**Minimum Requirements**
• Bachelor’s degree in education or related field
• At least five years of classroom experience
• Prior experience in professional development, training and/or adult education
• Ability to effectively problem solve, work productively with others, and think creatively and strategically
• Exceptional interpersonal skills with the ability to relate and build relationships at all levels
• Experience working in a multicultural environment
• Strong organizational skills and attention to detail
• Excellent written and verbal communication skills
• Must be a team player with the confidence and skill to build relationships in the assigned schools
• Strong computer and software skills including:
  • Proficiency in MS Office applications (Excel, Word, and PowerPoint) and the Google suite of products (Sheets, Docs)
  • Proficiency using shared files in the cloud to collaborate with peers and management
  • Ability to learn and understand HOME WORKS! proprietary software
• Ability to handle sensitive information with a high degree of integrity and confidentiality
• Have a passion for the mission of HOME WORKS!
**Preferred Requirements**
- Master's degree or higher
- Experienced teacher leader or school administrator

**Work Environment**
This position is based at the office of HOME WORKS! and involves being onsite at participating schools and requires travel in the St. Louis metro area and surrounding communities. This position routinely uses standard office equipment such as computers, phones, and printers. HOME WORKS! prohibits smoking and all tobacco products in any form in all areas of HOME WORKS! offices.

**Hours and Other Requirements**
This is a part-time position averaging 20 hours per month but will vary based on the needs of the program and time of the year. Candidates need to have flexible schedules and be available to accommodate school and district personnel schedules (including mornings, afternoons and evenings). Candidates must have reliable transportation to reach schools across the region.

**Physical Demands**
Some lifting and moving of boxes and supplies may be required.

**Position Specifications**

<table>
<thead>
<tr>
<th>Status:</th>
<th>Part time, non-exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours:</td>
<td>20 hours per month</td>
</tr>
<tr>
<td>Salary:</td>
<td>commensurate with experience</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Chief Program Director</td>
</tr>
</tbody>
</table>

**Application**
To apply, please send thoughtful cover letter and resume to lgrieshaber@teacherhomevisit.org.