



Position Description

SECTION I: GENERAL INFORMATION

Position Title: ECFE Parent Educator	Department: Early Learning
Reports to: Jenelle Bullen	FLSA Status:
Classification:	Bargaining/ Work Unit:
Position Last Updated:	Next Position Description Update:

SECTION II: JOB SUMMARY

Plan and facilitate classes on child development and parenting with a balance of education and support.
Provide parenting resources and referral as necessary

SECTION III: DUTIES AND RESPONSIBILITIES

Duty/ Responsibility Number:	1	Statement of Duty/ Responsibility: Create a welcoming and supportive learning environment
Percent of Time:	25	

Tasks involved in fulfilling above duty/ responsibility:

- Create a warm and welcoming learning environment that is appropriate for adult learners.
- Write lesson plans based on Parent Education Core Curriculum.

Duty/ Responsibility Number:	2	Statement of Duty/ Responsibility: Facilitate parent discussion
Percent of Time:	50	

Tasks involved in fulfilling above duty/ responsibility:

- Facilitate parent discussion with clear goals and expectations centered around the Parent Education Core Curriculum.

Duty/ Responsibility Number:	3	Statement of Duty/ Responsibility: Collaboration and teamwork
Percent of Time:	25	

Tasks involved in fulfilling above duty/ responsibility:

- **Meet with Early Childhood Teachers to align lesson plans and curriculum for each class and confer about individual children in class.**
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SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Strong knowledge of Early Childhood Development
- Knowledge of developmentally appropriate child and parent/child activities
- Knowledge of appropriate and effective instructional practices that contribute to early childhood development

Skills:

- Excellent facilitation skills
- Excellent communication skills with adults
- Planning, prioritizing and organizational skills

Abilities:

- Ability to interact with parents and children from a broad range of backgrounds and education

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- Parent Education Licensure

SECTION VI: EXPERIENCE REQUIREMENTS