

**Position Description
ISD 191 Parent Educator**

Title: Early Childhood Family Education Parent Educator

Job Description: The person selected for this position will be responsible for the planning, implementing and evaluating of those programs involving adult members. They will also support the planning and implementation of parent/child interactions.

Qualifications: B. S. degree and a background of professional study in Early Childhood Education, Family Life Education or Child Development Licensure as Parent Educator in Minnesota
Understanding of ECFE goals, objectives and philosophy
Knowledge of trends, curriculum models, resources and methods in the field
Constructive field experience

Responsibilities: will include but not be limited to the following:

- Work cooperatively with the program and administrative staff, program coordinator, and peers in the planning, development, implementation and evaluation of the program
- Encourage positive staff relations and communication with the program
- Keep parenting environment orderly and attractive
- Maintain and provide on-going records and submit reports to supervisory personnel including attendance, time sheets when applicable, and evaluations
- Be responsible for written plans for each class and topic used in the course of class assignments, home visits including special events and room environments for classes with no parent/child separation; plans to be submitted to coordinator quarterly.
- Attend all scheduled staff meetings, in-service, planning sessions, courses, conferences, etc.
- Be knowledgeable about community agencies and services and assist families in finding appropriate resources
- Assist in public relation events sponsored by the program
- Plan/implement special event activities during the year to encourage growth of the program
- Be present in child education classroom at start of class to welcome, observe, participate and support the interaction
- Support colleagues in all phases of the program by conferring on a regular basis
- Comply with District 191 policies and Community Education philosophy