

## **JOB DESCRIPTION**

**Title:** ECFE Parent Educator  
**Unit:** DFT  
**Responsible to:** Director of Community Education

### **Responsibilities:**

- Understand, advocate for and promote the Early Childhood Family Education Program philosophy and mission statement.
- Using MN's Early Childhood Indicators of Progress and MN's Parent Education Core Curriculum Framework as a guide, plan and implement the center-based portion of the ECFE Program with the early childhood teacher.
- Develop, adapt and implement sensitive, responsive parent education curricula in a safe, welcoming, appropriate and engaging environment.
- Each ECFE teacher can expect to work at least one night per week, depending on needs of the program
- Promote understanding of current research and best practice within the field of early childhood and parent/family life education.
- Serve as a model and resource for parents when interacting with young children.
- Perform home visits as assigned. Collaborate with supervisor, home visiting team and other service providers.
- Using the team approach, be responsible for outreach and dissemination of information and services to parents and community members.
- Continually update knowledge of community resources and systems. Make referrals as needed.
- Maintain appropriate site records as required (attendance, demographics, statistics, budgets, etc.).
- Attend staff meetings and professional development provided.
- Partner with early childhood teachers in selecting and ordering materials and equipment for the center.
- Using the team approach, participate in the ECFE Site Advisory Committee and activities.
- Using the team approach, supervise and train educational assistants, volunteers and observation/practicum students.
- Communicate with school personnel regarding program needs and information.
- Seek out partnerships with other district and community entities who also serve families with young children. Provide outreach that honors diversity, equity and inclusion - seek to understand and develop meaningful programming to meet the needs of ALL families.