

Job Title: Parent Educator

Reports To: Early Childhood Coordinator

Job Summary: The Parent Educator is responsible for planning and leading parent discussion group sessions, welcoming parents and children to each class, and observing and engaging with parents and children during the parent-child interaction time as appropriate.

Essential functions of the job may include but are not limited to the following:

- Works cooperatively with other ECFE staff and program coordinator in the planning, development, implementation, and evaluation of the ECFE program.
- Communicates, plans, and co-teaches with the Early Childhood teacher and/or assistant.
- Designs and implements parent education and early childhood lesson plans that are developmentally appropriate and aligned with the class topic.
- Prepares for and facilitates parent discussion groups on topics of interest and concern as identified by parent groups, using activities and handouts to promote understanding.
- Helps to establish group norms/rules with assistance from parent groups.
- Is responsible for preparing and helping to maintain the parent discussion room environment.
- Communicates and converses with a variety of individuals, including parents, grandparents, caregivers, etc. about topics related to parenting and the care of children with positivity and kindness.
- Listens to and talks with children, engaging them in program activities and play.
- Assists families in finding appropriate community resources.
- Maintains attendance records.

Other functions of the job may include but are not limited to the following:

- Attends professional conferences, workshops, seminars, and other in-services.
- Attends ECFE staff meetings and other meetings.
- Attends and actively participates in program events and activities.
- Communicates needs for supplies and curriculum materials.
- Understands, follows, and implements the policies and procedures of Farmington Community Education and ISD 192.
- Other duties as assigned.

Knowledge Skills and Ability Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree with emphasis in Early Child Education, Family Education, Child Development, or related subject.
- State of Minnesota licensure in 180402 Family Education/Early Childhood (old rule – renewal only), or c. 180401 Parent and Family Education.

- Understanding of ECFE goals, objectives, and philosophy.
- Knowledge of current trends, curriculum, resources, and methods in ECFE.
- Group leadership skills and/or experience with parent groups.
- Understanding of adult learning methods.
- Awareness of community resources.
- Is a sensitive and mature individual who relates well to children and adults.
- Is accepting of individual differences, needs, lifestyles, and cultures.
- Experience in developing, modifying, and implementing curriculum for parents of children ages 0-5.
- Experience with parents and children ages 0-5 from multiethnic, multicultural, and varied socioeconomic backgrounds preferred.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively both orally and in writing.
- Understanding and application of relevant technological tools and systems including, but not limited to: iPad, MAC, Eleyo, Google Suite, and Outlook.
- Must have the proven ability to report to work on a regular and punctual basis.
- Must have reliable transportation.
- Meet professional teacher education requirements of school, district, and state.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.

Physical Requirements:

This role requires sitting, standing, walking, and the ability to occasionally lift up to 10 pounds.

Class Schedule:

M-F				
Day	Class	Class Length	Type of Time	Time
Monday	Grandparent/Caregiver	2 hrs	Classroom Time	2
	9am-11am		Prep Time	0.5
			Program Time	0.25
Monday	Baby	1 hr	Classroom Time	1
	11:30am-12:30pm		Prep Time	0.25
			Program Time	0.25
Tuesday	Toddler	2 hrs	Classroom Time	2
	9am-11am		Prep Time	0.5
			Program Time	0.25
Tuesday	Pizza & Pajamas	2 hrs	Classroom Time	2
	5pm-7pm		Prep Time	0.5
			Program Time	0.25
Thursday	Preschool	2 hrs	Classroom Time	2
	9am-11am		Prep Time	0.5
			Program Time	0.25
Thursday	Working Parents	2 hrs	Classroom Time	2
	5pm-7pm		Prep Time	0.5
			Program Time	0.25
Friday	Multi Age	2 hrs	Classroom Time	2
	9am-11am		Prep Time	0.5
			Program Time	0.25
Friday	Drop In - Gross Motor	2 hrs	Classroom Time	2
	5pm-7pm		Prep Time	0.5
			Program Time	0.25
			Admin Directed Time	1.25
			TOTAL	22