



Job Description

Title:	Title I Parent Educator
Qualifications:	<ul style="list-style-type: none">• Minimum of an Associate's Degree• Experience working with children and families from low-income backgrounds.• Strong understanding of child development and effective parenting strategies.• Excellent communication, interpersonal, and collaboration skills.• Culturally competent and sensitive to diverse needs and backgrounds.• Ability to work independently and as part of a team.• Proficiency in Microsoft Office Suite.
Reports To:	Principal
Terms:	200
Pay Scale:	TBD
Status:	Exempt

Essential Responsibilities:

- Develop and deliver engaging workshops, presentations, and individual consultations: This includes topics on child development, effective parenting strategies, early literacy and numeracy skills, communication with teachers, and navigating the school system.
- Facilitate parent support groups: Create a safe and welcoming space for parents to connect, share experiences, and learn from one another.
- Conduct home visits: Build relationships with families in their homes to understand their unique needs and challenges and provide personalized support.
- Connect families with community resources: Identify and connect families with relevant community resources such as social services, healthcare providers, and educational programs.
- Collaborate with school staff: Work closely with teachers, social workers, and administrators to develop a cohesive approach to supporting student success.
- Maintain accurate records and reports: Document all activities, interactions, and progress made by families.
- Stay up to date on best practices: Attend professional development opportunities and research new strategies to best support families and children.
- Review attendance on a regular basis to identify patterns of absenteeism.
- Determine support needed to support regular attendance and connect parents to resources as appropriate. Educate parents about benefits and importance of regular attendance.
- Adhere to all district health and safety policies.
- Other duties as assigned.

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Additional Duties:

- Performs other related tasks as assigned by the immediate supervisor or administrators designated by the Superintendent.

Workplace Expectations:

- Work effectively with and respond to diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Follow all District policies, work procedures, and reasonable requests by the proper authorities.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and function of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Sit, stand and walk for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EEO Statement:

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Employee's Acknowledgement Statement:

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or update at any time and once notified of changes, I remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of this function, I agree to provide

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information to the District regarding the requested accommodation(s).

Employee's Name (Print): _____

Employee's Signature: _____

Date: _____

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