

SUPPORT STAFF JOB DESCRIPTION

Parent Educator

Reports to: Parent Educator Liaison in collaboration with Executive Director of Elementary Education

General Summary: The Parent Educator Liaison is to serve as a home-school liaison, to provide direct service to parents and their children, to complete reports and records related there to and perform other related duties as assigned in accordance with district policies and procedures. The Parent Educator Liaison will possess good people skills, flexibility, the ability to work under pressure and stay on task, responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Provides assistance, instruction and materials to parents/children in the areas of language stimulation and all areas of early childhood development.
- 2) Offers encouragement, information and instruction in the areas of parent education and home-school interaction.
- 3) Considerable knowledge of parent education and outreach practices and programs. Provides age-appropriate developmental information and activities to parents.
- 4) Monitors child behavior for educational, visual and hearing delays. Refers suspected delays to program coordinator.
- 5) Maintains a flexible work schedule to accommodate parents' schedules, which may include mornings, evenings, and weekends.
- 6) Maintains appropriate records on participation, attendance, home visits, and group meetings. Schedule and maintain appointments.
- 7) Demonstrates patience and maturity in dealing with young children, parents, teachers, and co-workers.
- 8) Conducts screening activities as required.
- 9) Maintains confidentiality and non-judgmental views of children and families served.
- 10) Performs any other duties and responsibilities/projects as directed by the Executive Director of Elementary Education or Superintendent.
- 11) Prepares and disseminates educational and information materials.
- 12) Meets applicable district physical ability/healthy and safety guidelines for the position.

Qualifications:

1. **Education level** – High School diploma, preferably supplemented by early childhood education, child care and/or psychology units...minimum of 60 college hours.
2. **Certification or Licensure** – Successful completion of a minimum of 30 hours of Department-approved training in parent education. Valid Parents as Teachers National Training Certification.
3. **Experience desired** – Training and/or experience related to the specific responsibilities and competencies of the parent educator role is beneficial. Two

years of successful experience in a program working with young children and their parents.

4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Parent Educator Coordinator in collaboration with *Executive Director of Elementary Education*

Length of Contract: 174/175 days

Type of Position: Nonexempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17