



Job Description Parent Educator

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 185 Days

Experience Required: Two (2) years related work experience with children.

Minimum Education Requirements: Associate degree in related field.

Department: Aides/Paraprofessionals.

Direct Supervisor: Building Principal or Assigned Teacher.

Primary Work Location: School setting and homes.

Certification: Parent Educator certification. Valid driver's license.

Job Summary: To provide the information, support, and encouragement parents need to help their children develop optimally during the crucial early years of life.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide developmental and research-based information to families and assist in parenting and education goals.
- Identify at risk or atypical development in children and support families.
- Participate in developmental screenings at school and in the community.
- Assist families with housing education, food education, and job training information.
- Work with the teen parents at the high school and alternative school providing support, information, and guidance.
- Connect families to additional community resources.
- Lesson planning with age appropriate activities for both the child and the parent.
- Plan and facilitate group meetings.
- Administer home based and Center based developmental screenings.
- Deliver home-based personal visits.
- Collaborate and communicate with community, program, and school district personnel.
- Meet productivity requirements and manage all paperwork and data entry expectations in a timely manner.
- Attend & participate in all staff meetings and required training.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- In-depth knowledge of human growth and development from 0-5 years old.
- Current best practices for at risk engagement.
- Software applications including MS Word, Excel, and PowerPoint.

Skills

- Strong written and oral communications and relational skills.



Job Description Parent Educator

- Excellent time management skills
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Must have own transportation and ability to travel and visit families in their homes.
- Must be available to work flexible hours including evenings and weekends.
- Demonstrate cultural competence and an ability to engage at-risk families.
- Must be organized and self-motivated and self-sufficient
- Prepare and maintain thorough records.
- Lift up to 25 pounds.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



Job Description Parent Educator

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date