

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Parent Educator	Community Education and Services	Early Childhood Coordinator
<b>JOB SUMMARY:</b>  Responsible for planning, instructing, and implementing developmentally appropriate learning experiences for children ages birth to 5 Years.		
<b>QUALIFICATIONS:</b>  Requires Bachelor degree in Education, licensure from the State of Minnesota in parent education programming and CPR/First Aid certification; must be able to kneel, stoop, crouch, crawl and lift up to 30 pounds.		
TASK NO.	DESCRIPTION WORK YEAR: 186 days	FREQUENCY

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| 1 | Implement daily lesson plans: <ul style="list-style-type: none"> <li>• Facilitate group interactions and discussions with parents concerning a variety of parenting topics indentified by participants and instructor</li> <li>• Teach parents about child development and parenting techniques, procedures and methods</li> <li>• Advise parents concerning other community resources available to them and provide feedback to parents concerning their strengths and needs in parenting.</li> </ul> | 35% |
| 2 | Participate, monitor and observe child and parent and interactions and child interactions and progress during class times and identify any special needs or concerns. Demonstrate/model parenting activities with children during play times.  | 25% |
| 3 | Plan, prepare and determine weekly lesson plans/activities aligned with the Early Childhood Standards from State of Minnesota and the needs of the learners. Communicate plans with classroom paraprofessionals. Prepare material as needed to implement plans/activities. Assist in the general maintenance & preparation of classroom.   | 25% |

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TASK NO.	DESCRIPTION	FREQUENCY
4	Oversee classroom management activities to assure the safety and proper learning environment for children and parents.	7%
5	Communicate with parents through meetings, emails and telephone calls.	5%
6	Attend staff meetings and staff development workshops as requested	2%
7	Perform other related duties as assigned	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE