

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

PARENT EDUCATOR --

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Three years experience working with young children.
- (3) Completion of requirements for Child Development Associate.
- (4) Operator's Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work with a variety of persons in different settings. Knowledge of child development and parenting skills. Knowledge of available social services. Knowledge of the geography of Bradford County. Ability to communicate effectively in both oral and written form. Knowledge of laws and rules relating to assigned area. Knowledge of and appreciation for diverse cultural backgrounds.

REPORTS TO:

Lead Teacher

JOB GOAL

To provide parents and children with assistance to create the best environment possible to enhance the child's success in school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Conduct home visits to each family each month to carry out activities to enhance child's education and which requires personal transportation.
- * (2) Maintain records of family visits and participation of child's progress at each visit.
- * (3) Screen children by periodically checking their educational development.
- * (4) Plan and prepare materials for home visit activity; age appropriate to child in home.
- * (5) Schedule appointments for home visits and new enrollment.
- (6) Participate in training to up-date personal knowledge and skills.
- * (7) Build confidence in parents in their abilities to parent and raise healthy, productive children.
- * (8) Facilitate the delivery of services from other agencies to the parents and children.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.



PARENT EDUCATOR (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4