

## **SCHOOL DISTRICT OF BRADFORD COUNTY**

### **JOB DESCRIPTION**

#### **Parent Education Specialist**

#### **QUALIFICATIONS:**

1. Minimum of a Bachelor's Degree
2. Minimum of three years teaching experience is desirable.
3. 5 Years home visiting experience preferred but not required with Bachelor's Degree

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate effectively with parents and school personnel. Knowledge of normal child development, behavior management strategies and effective parenting strategies is essential. Be willing to train parents and/or staff on a one-on-one basis or within a group. Must be able to travel from school to school, to homes, and for training out of town as needed. Ability to input data daily and prepare monthly reports. Prior Computer knowledge is preferred.

#### **REPORTS TO:**

The Rainbow Center Daycare Supervisor

#### **JOB GOAL**

To provide educational services to parents of Bradford County Students.

#### **SUPERVISES:**

HIPPY Home Visitors

#### **PERFORMANCE RESPONSIBILITIES:**

1. Assist in the coordination of the Bradford County Parent Education Program.
2. Provide direct parent educator services.
3. Participate in appropriate and necessary inservice programs and training.
4. Handle public Relations/Spokesperson for HIPPY Program in Bradford county
5. Organize group meetings, fundraisers, and special events for HIPPY families.

6. Create monthly reports, and input data daily. And maintain records.
7. Assists with interagency coordination.
8. Inventory and order materials.
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.

**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.

Board Approved:01/10/2022