

Parent Educator

DEPARTMENT:	Early Childhood	REPORTS TO:	Program Coordinator/Principal
WORK SCHEDULE:	10 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Part Time	FLSA STATUS:	Non-Exempt

Position Description

Empower parents and guardians who live within Kirkwood School District boundaries to support the development and overall wellbeing of their children from birth to Kindergarten entry. Plan and conduct personal visits, screenings, and parent meetings for enrolled families to ensure healthy child development.

Task Title	Essential Job Functions	Percent of Time Spent
Instruction & Engagement	<ul style="list-style-type: none"> Establish and maintain effective relationships with children, families, and staff. Travel to family homes. Conduct family visits. Provide resources and information to parents to ensure growth and learning of both parent and child for the Kirkwood School District. Discuss appropriate child developmental practices or intervention to ensure parents are able to participate in their child's growth. Connect families with relevant community resources such as doctors or personal professional services to ensure quality services for parents and child. Makes referrals when necessary to ensure adequate parent education for parents and developmental activities at home. 	50%
Planning	<ul style="list-style-type: none"> Collaborate on student success measures and family at-home educational plans that emphasize parent-child interaction, development-centered parenting, and family wellbeing utilizing the PAT Foundational Curriculum. Plan and develop educational materials. Develop parent/child education plans. Schedule appointment dates with parents/guardians to implement education plan at the family's home. 	20%
Screening	<ul style="list-style-type: none"> Utilize assessment tools. Conduct screenings to identify learning, sensory, or developmental delays. Conduct follow-up meetings and evaluations. 	10%

Task Title	Essential Job Functions	Percent of Time Spent
Recordkeeping	<ul style="list-style-type: none"> ● Write visit reports. ● Complete required paperwork and data entry. ● Documents screenings and assessments to ensure accurate records management for the program. ● Maintains strict confidentiality. 	10%
Meetings & Professional Development	<ul style="list-style-type: none"> ● Participate in weekly staff meetings. ● Attend monthly departmental and committee meetings. ● Stay up to date on best practices in child development. ● Complete 20 hours of professional development annually to ensure professional training is appropriate for supporting the program. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a small team or program

Qualifications

Required

- **Education & Experience:** The following combinations meet the minimum requirements:
 - Associate's degree or two-year certificate program in early childhood education, child development, or nursing and at least one year of experience working with young children and their parents.
 - Sixty (60) semester hours or more of credit from an academic degree granting institution, and at least two years of experience in a program working with young children and their parents.
 - High school diploma/GED and at least five years of experience in a program working with young children and their parents.
- **Certificates, Certifications, or Other Training:** Complete First-Year Parent Educator training and professional development prior to providing services to families. Complete annual training requirements.
- Valid Missouri driver's license and access to reliable transportation.
- Ability to lift and carry up to 20 pounds.

Preferred

- Bachelor's degree in early childhood, social work, health, psychology, or a related field and at least one year of experience working with young children and their parents.

Knowledge & Skills

Knowledge

- **Basic**

- Administrative: Administrative and office procedures, functions and basic office tasks,
- Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- Health Services: Treating and preventing disease and improving and preserving physical and mental health and well-being.
- **Intermediate:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Knowledge of child development and brain research on early learning.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Writing, Active Learning, Active Listening, Critical Thinking, Learning Strategies, Monitoring, Time Management, Instruction, Service Orientation, Social Perceptiveness
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading Comprehension, Coordination, Negotiation, Persuasion, Complex Problem Solving
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Judgement and Decision-Making, Operation and Control, Operation Monitoring
- **Rarely (Less than 1 hour or 12% of the day):** Science, System Analysis, System Evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Crouching/Kneeling, Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crawling, Balancing, Color vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Sitting, Walking, Carrying/Lifting, Multi-limb coordination
- **Rarely (Less than 1 hour or 12% of the day):** Standing, Pushing/Pulling, Repetitive Motion

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated. Possible exposure and driving in inclement weather conditions.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 3, 2024