



Job Description

POSITION TITLE:	Parent Educator I Early Education and Support Educational Services	#2433
SALARY PLACEMENT:	CSEA 2 Hourly Salary Schedule Range R10	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a High School diploma or equivalent. Demonstrate high school proficiency in basic reading, writing, and math skills. A minimum of 12 units from an accredited college in early childhood education, child development or related subject area. One year experience working in a home visitation program and/or early education setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Associate in Arts Degree in child development early childhood education, human development, or related field including six units in infant/toddler development. Bilingual in Spanish and English. Two years of experience implementing research based early education curriculum in the home setting with parents/caregivers of infant, toddler and preschool children and/or experience in an early educational center based classroom setting.

CREDENTIALS AND/OR, SKILLS AND ABILITIES:

Possess the ability to problem solve, manage crisis, and work with families and young children of various cultures from low socio-economic backgrounds. Demonstrate capacity to work with families in a manner that is empathetic, nonjudgmental, respectful, and professional. Demonstrate a willingness to work primarily in the homes of families residing in rural and/or high-risk communities. Possess knowledge and understanding of adult principles and learning styles; child growth and development; attachment; and early mental health. Be flexible and receptive to change. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of management, facilitate healthy parent-child attachment and relationship building, provide or arrange for comprehensive early education services (including education, health and safety, family support, nutrition, mental health, family engagement, and other services as appropriate) for families of infant, toddler, and preschool children served in the home visitation program.

ESSENTIAL FUNCTIONS:

Essential functions are:

1. Support and foster the healthy growth and development of infant, toddler and preschool age children through implementation of weekly parent education lessons using a research based curriculum in the home setting.
2. Organize and maintain schedule of home visits, educational parent meetings and group socialization activities.
3. Attend training on methodologies and strategies to enhance the development of the infants, toddlers and preschool age children.
4. Seek and participate in professional development trainings as required and appropriate to enhance and improve practice.
5. Maintain records in an accurate and timely manner.

6. Help develop positive and supportive attitude around parents of children toward school attendance and the educational progress of their child.
7. Conduct screenings and ongoing assessment of young children's development in collaboration with parents; utilize screening results and observations to make appropriate child referrals for support services. Attend and participate in Child Success Team meetings, IFSP/IEP meetings as required.
8. Assess family strengths, interests, and needs. Collaborate with families to establish family development goals that are inclusive of families assessed and expressed needs and interests in the areas related to family self-sufficiency, child development and health; document this collaborative process in family partnership agreements.
9. Act as liaison and advocate between community resources and enrolled families.
10. Implement agency recruitment plan. Monitor family participation and develop plans with families.
11. Maintain confidentiality of family records and information.
12. Collaborate with families and program staff to develop and implement individual child transition plans for children transitioning into other child care settings, preschool programs and/or kindergarten.
13. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Possess manual dexterity needed to dial a telephone, to enter data into a computer, and perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, migrant community and the public.