

PARENT EDUCATOR

DEFINITION:

Under general supervision of the School Readiness Coordinator, works with parents of preschool children in their home, providing parenting lessons and information on child development and effective parenting techniques. Incumbents are responsible for recruiting additional families to participate in the Parents as Teachers program.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other Community Liaison- Project Assistant positions in that the primary duties of this class involve educating parents on how to work with their children (age birth to 5 years) to develop the social, motor, cognitive and language skills necessary for being successful in school. Also, unlike other classifications, to remain employed in this class, incumbents are required to annually complete a specific number of job specific in-service hours. Incumbents are expected to work independently, prepare reports on the progress of children, and understand and present material to participating parents.

EXAMPLES OF DUTIES:

Meets with participating parents to provide practical information on their child=s language, intellectual, social and motor development; *E*

Periodically screens children in the program for intellectual, physical, social and language development; *E*

Prepares written reports regarding observations of child behavior/development, general health conditions, and parenting skills; *E*

Prepares instructional materials in compliance with program requirements; *E*

Coordinates monthly home visits with parents in accordance with program requirements to observe the parent and child=s interaction and provide the parent useful parenting information; *E*

Prepares and presents parent education classroom instruction as required. *E*

Utilizes both English and the language of the program participants to conduct home visits; *E*

Assists other staff as necessary.

SUPERVISION:

General supervision is received from the School Readiness Programs Coordinator.

Supervision is not exercise over other employees.

***E* denotes an essential function of the job**

MINIMUM QUALIFICATIONS:**Knowledge of:**

Basic concepts of child growth & development and behavior characteristics of children age birth to 5 years;
Cultural differences and cross-cultural issues and concerns of the population to be served;
Interpersonal skills using tact, patience and courtesy;
English usage, grammar, spelling, punctuation and vocabulary;
Usage, grammar, spelling, punctuation and vocabulary of a specified language other than English;
Oral and written communication skills;
Mathematics, including fractions, percents and ratios;
Basic record-keeping techniques.

Ability to:

Learn appropriate methods of the implementation of the Parents as Teachers program;
Learn methods of instruction appropriate for parents of children age birth to 5 years;
Plan, organize and implement home visits in the community;
Develop plans in accordance with established policies;
Communicate effectively in English and/or a specified language other than English with parents of program children orally and in writing;
Observe and evaluate child behavior;
Demonstrate patience, respect and understanding of others;
Demonstrate cross-cultural sensitivity and respect;
Work independently and prioritize assignments;
Maintain records in an effective manner;
Make responsible decisions regarding the welfare of children;
Use discretion and judgment in handling confidential material;
Establish and maintain effective working relationships with others;
Adapt to changes in schedule and work environment;
Be resourceful, show initiative and use integrity and discretion.
Learn and apply District and Parents as Teachers policies and procedures;
Complete the 5-day Born to Learn Implementation Institute training and obtain the Parent Educator Certificate.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent is required. Additionally, an Associate Arts degree, or completion of two years (48 semester units) of post-secondary course work, or passing the Instructional Assistant Competency Exam is required. Following employment, completion of the 5-day *Born to Learn* Implementation Institute training and on-going participation in appropriate in-service training and continuing education in accord with Parent Educator re-certification guidelines is required.

Prior paid or volunteer experience working with children age birth to 5 years or performing community social service work with adults in a culturally different community is desirable.

LICENSES AND CERTIFICATES REQUIRED:

Possession of a valid California Driver License.

Possession of a valid CPR and First Aid Certificate.

Following employment, obtaining and maintaining Certification as a Parent Educator

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in the home of a program participant and to safely drive a vehicle; has frequent direct contact with parents and preschool age children; is exposed to minor and on occasion to severe, contagious illnesses; has frequent contact with program administrator and other district staff. Works in the community making frequent visits to homes of children age birth to 5 years and interacts with parents without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test.

Adopted 1/16/03

Revisions effective 12/7/06