



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



PARENT EDUCATOR – BILINGUAL

JOB SUMMARY:

Under supervision of the site administrator or designee, works with parents of preschool aged children by conducting parenting classes and providing information on child development and effective parenting techniques. Incumbents are responsible for recruiting families to participate in the early learning program and parent education classes.

CLASS CHARACTERISTICS:

This position is distinguished from other 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. Incumbents are expected to work independently, prepare instructional and recruitment materials, and understand and present material to participating parents.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Conduct weekly Learning Link classes for children and their parents/caretakers in areas such as social skills, child development, and effective parenting techniques in English and the designated second language; *E*

Prepare and present parent education classroom instruction utilizing projectors and/or computer equipment's; *E*

Together with the School Readiness Nurse, periodically screen children in the program for intellectual, physical, social and language development; *E*

Accurately create and maintain computerized records pertaining to parent educator program participation, attendance, and activities; *E*

Recruit and schedule parents to participate in parenting classes; *E*

Utilize various Microsoft Office applications to prepare, advertise and present instructional materials related to the parent educator program; *E*

Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;

Attend ongoing trainings or workshops in order to conduct the parent education classes that are required in the agreement with the Children and Families Commission of Orange County (i.e. Latino Family Literacy, Building Blocks of Communication);

Assist other staff as necessary;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from the site administrator or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic concepts of child growth & development and behavior characteristics of children age birth to 5 years;
- Appropriate teaching and presenting skills for parents and children;
- Cultural differences and cross-cultural issues and concerns of the population served;
- Interpersonal skills using tact, patience and courtesy;
- Usage, spelling, grammar and punctuation in English and the designated second language;
- Oral and written communication skills;
- Basic record-keeping techniques;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

Ability to:

- Learn methods of instruction appropriate for parents of children age birth to 5 years;
- Communicate effectively in English and the designated second language with parents and children as necessary;
- Develop parent education lesson plans in accordance with established policies;
- Organize, coordinate and conduct a variety of parent education classes;
- Observe and evaluate child behavior and development;
- Demonstrate patience, respect and understanding of others;
- Work independently and prioritize assignments;
- Understand and carry out instructions;
- Maintain records in an effective and accurate manner;
- Operate various office equipment, including data and word processing equipment and software programs;
- Make responsible decisions regarding the welfare of children;

- Use discretion and judgment in handling confidential material;
- Adapt to changes in schedule and work environment;
- Be resourceful, show initiative and use integrity and discretion;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

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

LICENSE REQUIRED:

Within two (2) months of employment, possess and maintain valid and current First Aid and Adult/Child CPR Certificates.

All the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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 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. Interacts with parents and preschool age children without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted 1/16/03

Last revised 12/7/06

Revisions effective 11/8/12

Job Description Review and Revisions Effective: 7/9/15