

## **PARENT EDUCATOR**

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### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or GED **and**;
- Associate's degree or higher **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on a skills assessment.
- Two years of previous supervised work experience with young children and/or parents.
- Computer skills including web-browsing, internet, and Microsoft applications (Word, Excel, Outlook, and Access)
- Possession of a valid Arizona driver's license

#### **B. DESIRED**

- Bilingual or multilingual preferred.
- Bachelors, Early Childhood, Social Work, Health, and Psychology or related fields

### **SUMMARY**

Provides training, support and information to parents that will enable them to enhance their children's cognitive, language, physical well-being and social emotional development from birth to kindergarten entry. He/she will work with program and District personnel, parents and community groups to implement the Parents as Teachers Model, including the essential requirements necessary for model fidelity and continuous quality improvements. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Parent Educator Coordinator & the Director of State & Federal Intervention Programs

### **ESSENTIAL FUNCTIONS**

- Provides parents with research-based information, techniques and strategies to use in fostering children's cognitive, language & literacy, motor and social emotional development
- Serves as a liaison and referral source between parents, the school, and community agencies
- Develops lesson plans for home visitations utilizing the Parents as Teachers curricula
- Provides families with home visits using the Parents as Teachers curricula, weekly, biweekly, or monthly as needed
- Assists in planning and facilitating Group Connections focusing on parent-child interactions, development-centered parenting, or family well-being
- Provides screenings at developmental benchmarks including health, hearing and vision screenings to provide early detection and intervention to developmental delays
- Refers families for additional child assessment when needed

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- Attends staff meetings, reflective supervision and professional development relative to the selected programs to maintain certification
- Works with other District personnel (e.g., Board members, principals and other school liaisons) in the recruitment of families, the dissemination of information, and the preparation of school (Kinder) readiness
- Partners with parents and caregivers to foster goal setting, child development, parenting skills, and family well-being
- Maintains detailed and accurate data and files
- Assists in program evaluation
- Promotes parent and community participation in advisory committees, volunteer programs, and school functions
- Interacts with community and state agencies, as necessary
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports District-wide educational advancement in 21<sup>st</sup> Century Skills
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to engage with a diverse population of families (e.g., refugees, teen parents, and children with special needs)
- Ability to effectively communicate, both orally and in writing
- Ability to evaluate written materials
- Ability to understand and carry out detailed written and oral instructions
- Ability to work independently, be self-motivated and as part of a team
- Ability to multi-task, and attend to detail
- Strong organizational and record keeping skills; Maintains detailed and accurate data files
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate standard office equipment