

Union Public Schools Position Description

Position Title: Parent Educator - Bilingual
Department: Teaching and Learning
Reports To: Director of Early Childhood Education

FLSA Designation: Non-exempt

SUMMARY: Provide direct service to children and their families who reside within the boundaries of targeted school sites. Assist parents to understand the characteristics of normal development while giving them the knowledge to stimulate the learning and growth potential in their children. Work specifically as a parent educator using model programs such as Parents as Teachers and Families and Schools Together.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works to prevent school difficulties by educating parents about development, appropriate expectations, and methods to facilitate learning.
- Performs service for individual students to correct social/education difficulties.
- Coordinates a Parents As Teachers program for children from birth to 5 in targeted part of the District.
- Serves as a FAST facilitator in assigned schools.
- Completion of Born to Learn training.
- Works with Director of Early Childhood Education to expand family literacy programs in Title I school areas.
- Coordinates the utilization of the traveling classroom (bus) to deliver services to parents and children.
- Plans activities to stimulate growth in language, social and motor skills.
- Develops and uses instructional materials suitable for verbal or visual instruction of pupils with wide range of mental, physical and emotional maturities.
- Provides appropriate direction/training for parents to establish and reinforce acceptable pupil behavior, attitudes, and social skills.
- Assesses families' needs and connects families to appropriate agencies/ services.
- Cooperates and seeks assistance from other professional staff members.
- Interprets school program to parents in order to strengthen parental understanding of the individual pupil's needs and the school's role in the pupil's life.
- Consistent and punctual attendance, including after school and/or evening activities.
- All other duties as assigned by Director of Early Childhood Education, supervisor or administrator.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SPECIAL CONSIDERATIONS: Is accessible to parents/community members to promote and strengthen home/school/community relationships.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Child Development Certificate or 60 college credit hours in related area required.

CERTIFICATES, LICENSES, REGISTRATIONS: Willing to obtain CDL and to participate in training programs for PAT & FAST.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and complete correspondence. Ability to effectively present information and respond to questions from groups. Communicate clearly with parents of young children about education and parenting issues.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of instructional programs; ability to plan and implement lessons based on instructional objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Thorough knowledge of normal child development from birth to 5. Knowledge of constructive parenting techniques that facilitates learning.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will regularly sit, walk and stand. Lifting and supervising young children may be required.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderately noisy in the presence of young children.