

**POSITION DESCRIPTION
WILLMAR PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Parent Educator	Department: Community Education
Immediate Supervisor's Position Title: ECFE Coordinator	FLSA Status: Exempt
Job Summary: Under the direction of the ECFE Coordinator, the Parent Educator is responsible for planning, developing lesson plans and facilitating parent discussion groups to discuss and explore family needs, parenting skills, and to discuss specific parenting issues with parents. The parent Educator researches, interprets and presents current information on family issues, serves as a resource to parents and provides referral information, as needed. The Parent Educator also assists in working with community agencies to maintain relationships to ensure a non-duplication of services as well as generating new ideas to reach our 'at-risk' parents.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, designs, and implements curriculum that addresses all areas of the early childhood learning standards regarding child and parent development.
 - a) Plans, researches and develops lesson plans and activities to present to parents during parent education and group discussions.
 - b) Prepares materials needed to implement lesson plans/activities.
 - c) Creates handouts and informational pieces to support group discussions that parents can use as reference materials.
- Observes and monitors the cognitive and emotional development of children through observation of play and social interactions. Meets with parents to discuss any developmental issues or concerns and facilitates referral to other services, if needed.
- Establishes a rapport with parents and offer support, behavioral strategies and resources to promote and facilitate the development and strengthening of their parenting skills and understanding of the cognitive and emotional development of their children. Models and teach parents effective behavioral strategies in dealing with their children and in addressing their needs. Makes follow up calls to parents to monitor specific needs and concerns. Works with community agencies to ensure non-duplication of services for families.
- Orders, tracks, files and displays reference materials such as books, videos, audio tapes, and brochures. Maintains the parent library with new information, books and materials relating to parenting concerns
- Maintains department files and records on family information required by the State of MN or department including immunization forms; participation forms; developmental observations; referrals; mandated reporters.
- Prepare classroom for parent meetings. Organizes materials, sets out coffee and snacks, cleans sinks, counters and tables prior to and after meetings.
- Works with multiple community agencies to plan off-site parenting education opportunities for families.
- Performs other duties of a comparable level or type, as required.

- a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
- b) Attends training sessions, conferences, seminars, district and departmental meetings.
- c) Keeps abreast of changing developments and trends related to the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Elementary Education, Early Childhood Education, Parent Education, or Early Childhood Special Education or related area.
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs birth - 5. • Knowledge of current trends, theories and technologies pertaining to learning environments and modalities. • Knowledge of fundamental principles and theories of child development and child psychology. • Knowledge of the fundamentals of family systems, structure and functions. • Knowledge of subject material, concepts and issues related to grade/subject of instruction. • Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 6 months teaching experience in early childhood or parent education.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Licensed by the State of MN in Parent Education	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Skilled in planning and developing lesson plans consistent with approved program curriculum and early education learning standards. • Assessing child development through observation and social interactions with others. • Skilled in leading group processes/discussions and in modeling parental techniques and behavioral strategies. • Providing support, referral information and resources to parents on parenting issues. • Skilled in assessing and evaluating parental educational needs. • Dealing with children, staff, parents, administrators, community agencies and other educational professionals over parenting issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. Advises and makes recommendations to district administrators or committees concerning family education and parenting needs in curriculum and learning approaches.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Paraprofessionals	Total: 2

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/student contact and exposure to minor illness.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description Created March 2012

Band/Grade: D-6-2

Date Board Adopted: March 2012

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.