

# ALBINA HEAD START JOB DESCRIPTION

Non-Exempt

**Hours:** Hours: Must work 8 hours per day between 7:00 a.m. and 6:30 p.m. Monday – Friday.

## ***PARENT EDUCATOR***

**Essential Function(s):** The Parent Educator will work in unison with Head Start staff to coordinate child development services, social services, health services and parent involvement services to families of children six weeks to five years of age. The Parent Educator is responsible for planning safe, developmentally and culturally appropriate, parent child activities in social settings that are appropriate to the needs of each family. The Parent Educator will work in partnership with community agencies and schools to coordinate and deliver services. Ability to read, speak and write with proficiency in English language. Maintain regular attendance.

**Responsibilities:** Assist families in strengthening positive parent child interactions, bonding and attachment, brain development, large and small motor development and in developing guidance and discipline techniques.

**Reports to:** Parent Child Development Coordinator  
**Supervises:** Does Not Supervise Others  
**Salary Range:** \$16.00 - \$19.00 per hour

**Physical and Mental Requirements:** Patient; able to resolve conflicts, gentle, loving, kind, creative, resourceful. Demonstrated ability to work effectively with people. Excellent problem solving, planning, and organizational skills. Must be able to cope well with stress.

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 is frequently required to sit; stand; stoop; bend; walk; talk; hear; use hands to grip, type; reach with hands and arms, occasionally required to stand or walk on uneven surfaces; climb stairs; run. 1 to 2 hours per day spent in strenuous physical activity, lifting up to 50# two or three times in an 8-hour day.

**Experience Requirements:** Two-(2) to three-(3) years experience in Early Childhood, social services, or a family support program. Demonstrated experience providing parent education to families. Knowledge of community resources. Computer skills including, Excel, Word, Powerpoint, and use of the Internet. Good writing and record-keeping skills. Will have the ability to work independently as well as with a team.

**Educational Requirements:** Preferred candidate will have either an AA/BA/BS Degree in ECE or BA/BS in a related field. Certified in *Parents as Teacher* curriculum and instructions.

**Licensing/Certification Requirements:** Daily driving is required. Must provide own vehicle, valid Driver's License and proof of full insurance coverage; First Aid certification, Child CPR certification, current Food Handler's Cards or able to obtain same. Negative tuberculosis screen. Must pass criminal background check.

**Environmental Factors/Working Conditions:** Variety of classroom learning environments. Some floors are tile, some are carpeted. Heated. May or may not have air conditioning. May come into contact with childhood diseases and blood.

**Job Duties:**

1. Plan for and facilitate parent-child group interactions and parent support groups.
2. Provide developmentally appropriate curriculum, and a caring, nurturing, and soothing environment for children six weeks to five years of age. Develop in partnership with parents an individual development plan for each child.
3. Work with appropriate staff to coordinate and meet family goals outlined in the Family Partnership Agreements. Support families in achieving their goals.
4. Responsible for case management. Conduct regular, case reviews of files and cases assigned with appropriate Head Start staff. Complete home visits as needed, case recording and other responsibilities in case management. Establish and maintain a current and accurate record keeping system, within program procedures, with adequate provisions for confidentiality. Ensure all child/family files are up to date and accurate. Complete data entry and ensures data entry for all enrolled families.
5. Coordinate successful completion of recruitment and screening/assessment of eligible children and their families. Develop and maintain waiting lists.
6. Implement goals, policies, procedures, and activities designed to provide the full range of child development and family support services in compliance with Head Start Performance Standards, including assisting families with obtaining health services, and health and other child/family data retrieval, as part of ongoing case management. Design and implement a formal system of follow up with families on referrals to community agencies, to assure the satisfactory provision of services.
7. Consult with Head Start Disabilities Specialist and MECP staff to provide developmentally appropriate Early Intervention services.
8. Coordinate and develop linkages between other family support service agencies to provide better service delivery to families. Serve as an advocate for Head Start families within the community. Train and support parents to advocate for themselves and their families.
9. Complete weekly reports that identify progress in meeting program goals and service delivery data. Participate in staff and regular case management meetings.
10. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
11. Continue professional growth by participating in classes, training programs, workshops and/or conferences, as the budget allows.
12. Perform other duties assigned and reasonably within the scope of the duties listed above.

**I have read and I understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Employee Name (print):** \_\_\_\_\_