

Even Start Family Literacy Program

Parent Educator

Job Description

PRIMARY PURPOSE:

Empower parents to support the educational growth of their children
Work in a family-centered program and center your duties on the needs of the family

QUALIFICATIONS:

***Education/Certification:**

Minimum: Associates Degree

Preferred: Bachelor's Degree

Special Knowledge/Skills:

Strong communication and interpersonal skills

Must be familiar with the community and community support agencies

Knowledge of child development and effective parenting techniques

Must exhibit a willingness to assist in the personal development of low-income families

Must be flexible and adaptable to meet the needs of the families and program

Working hours must be flexible to accommodate work in the evening

Ability to communicate in native language(s) of program recipients

Experience:

Experience working in an educational, social services or family literacy setting

Experience working with parents and young children

Experience working with families with diverse cultural and economic backgrounds

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist in the identification and recruitment of families most in need of family literacy services
2. Work closely with schools and community agencies to identify eligible families
3. Encourage families to attend regularly and to remain in the program a sufficient time to meet their goals
4. Assist in the screening and preparation of children and parents to enable families to fully participate in program activities and services
5. Conduct parent-education sessions focusing on the application of parenting skills
6. Work with parents to determine parental needs and interests for future parent education sessions
7. Maintain attendance records of parent education classes
8. Foster self determination by helping parents learn skills they need to care for their family's needs
9. Ensure high standard of ethics by providing for family confidentiality
10. Participate fully as a team member
11. Provide referrals to other agencies for their families as needed
12. Work collaboratively with other agencies to enhance services to families
13. Facilitate Parent and Child Together Time (PACT)
14. Attend training relating to professional growth
15. Maintain knowledge of current parent education practices
16. And other duties as assigned by supervisor

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WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors:

Occasional district and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

* Educational qualifications in accordance with *The William F. Goodling Statute for Even Start Family Literacy Programs, Part B, Subpart 3 of Title I of the Elementary and Secondary Education ACT (ESEA), section 1235* and guidance document provided by the U.S. Department of Education, September 2003; and *NCLB, P.L. 107-110, Section 1119, Highly Qualified Teacher Requirements and Paraprofessional Qualifications.*