



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Parent Educator	Department: Community Education
Immediate Supervisor's Position Title: Early Childhood Family Education (ECFE) Coordinator	FLSA Status: Exempt
Job Summary: Under the direction of the ECFE Coordinator, the Parent Educator is responsible for planning for, developing lesson plans for 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.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none">Plans, designs, and implements curriculum that addresses all areas of the early childhood learning standards regarding child and parent development.<ul style="list-style-type: none">a) Plans, researches and develops lesson plans and activities to present to parents during parent education group discussions.b) Prepares materials needed to implement lesson plans/activities.c) Creates handouts and informational pieces to support group discussions and for 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, as needed.Establishes a rapport with parents and offers support and resources to promote and facilitate the development and strengthening of their parenting skills and to understand the cognitive and emotional development of their children.Models and teaches parents effective behavioral strategies in dealing with their children and addressing their needs. Makes follow-up calls to parents to monitor specific needs and concerns.Orders, tracks, files and displays reference materials such as books, DVDs, CDs 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 Minnesota or department, including immunization forms, participation forms, developmental observations, referrals and mandated reporters.Prepares classroom for parent meetings. Organizes materials, sets out coffee and snacks, cleans sinks, counters and tables prior to and after meetings.Performs other duties of a comparable level or type, as required.<ul style="list-style-type: none">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.
- Attends work regularly and punctually.

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 Major field of study or degree emphasis: Parent Education or related area.
	High school diploma or GED.		
	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 with adult education and group processes. 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 for birth to five years. Knowledge of the fundamentals of family systems, structure and functions. Knowledge of subject material, concepts and issues related to parent education. Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety. Knowledge concerning the operation and use of computer equipment, office software applications and general office equipment.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of six (6) months teaching experience in parent education.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Parent and Family Education license issued by the Minnesota Department of Education.	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • 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. • Leading group processes/discussions and in modeling parental techniques and behavioral strategies. • Providing support, referral information and resources to parents on parenting issues. • Assessing and evaluating parental educational needs. • Dealing with children, staff, parents, administrators and other educational professionals over parenting issues and concerns. • Working with others to gain cooperation and understanding of educational issues/needs. • Advising and making 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
1		
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Teacher Assistants	Total: 1-2

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: 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.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	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.