

ECFE PARENT EDUCATOR

REVISED JANUARY 2025

Department: Wrenshall Community Education, Part-time position, 2-5 hours per month

Reports to: Elementary Principal (academic, Community Education Coordinator (budget/CE program))

General Description:

The primary role of the Early Childhood Parent Educator is to plan and implement parent discussion and activities for parents with regards to appropriate materials for the families based on their child's developmental age.

Education/Licensure Needed: B.A. or B.A. in Early Childhood, Current Early Childhood Parent Educator License.

Job Qualifications:

- Must possess knowledge of community resources and the ability to successfully interact with parents and children.
- Must have a strong knowledge of early childhood development, family dynamics and current family issues.
- Fulfill missions, goals, and philosophies of Early Childhood programs.
- Knowledge of resources to collaborate services, programming and events.
- Infant and child CPR certified.

Job Duties:

75% of time:

- Fulfill mission, goals and philosophies of ECFE/School Readiness programs.
- Set up a learning environment for parents and assist with the classroom set-up for the children.
- Prepare and implement a parent curriculum. Gear the program to meet the needs of the parents in accordance with the overall program policies and philosophies.
- Keep coordinator updated on interesting/valuable program items/ideas to expand existing classroom materials or lending library resources.
- Responsible for the ordered arrangement, appearance, décor and learning environment of the classroom/parent education area.
- Take time to personally know each parent and child. Be sensitive to the separation process and follow program philosophy on separating.
- Meet individually with parents as needed.
- Be aware and alert to each child's safety and parent's comfort level.
- Serve as a model for parents when working with young children and share with parents child development ideas verbally or through handouts.

15% of time:

- Assist in outreach and public relations activities as needed.
- Responsible for attending and working at designated family events, community events and fundraisers.
- Responsible for attending scheduled staff meetings during the year.
- Assist in long-range planning for the total program including helping order classroom supplies and materials.
- Ensure confidentiality and data privacy according to district policy.
- Make referrals, as necessary, to the program coordinator for special assistance or community resource information.

10% of time:

- Record work time on payroll sheets and submit when due according to Community Education guidelines.
- Call coordinator at home if you are unable to work due to illness, providing ample time for coordinator to get a substitute.
- Help set up and take down the room at the beginning and end of the year or weekly if space is being used by other programs.
- Assist with planning and implementing field trips as needed.
- Participate in Staff Training.
- Work Community Education Events as scheduled.
- Other duties as assigned.

Working Environment: Work is typically performed in a temperature controlled, inside environment.

Physical Requirement: There may be some lifting and moving of materials or equipment and lifting & holding children, typically < 50 pounds; ability to walk and stand up to 8 hours daily.

Evaluation:

- Annual evaluation and goal setting with the coordinator.
- 6 month check on progress towards goals.

APPLY by sending a letter of interest, resume and copy of certification to rbradley@isd100.org.

Position is open until filled.