



POSITION ANNOUNCEMENT

Job Title: Parent Educator - Anticipated

Opening Date: November 2, 2023

Salary: Based on BCSS Salary Schedule

Terms of Employment: 10-Month

Closing Date: Until filled

FLSA Status: Non-Exempt

Expected Workday: As Defined by The Superintendent

Reports To: Pre-Kindergarten Director

Position Summary:

Responsible for conducting home visits with pregnant women, young children and their families in an effort to provide a safe and healthy learning environment, advancing their physical and intellectual growth, supporting a parent centered-social and emotional development, providing positive guidance and discipline, establishing positive parent-child interactions, relationships with families and encouraging their involvement in the education of their children, ensuring a well-run purposeful program responsive to participant's needs and maintaining a commitment to professionalism.

Knowledge, Skills, and Abilities:

At least 2 years of experience working with children and families in a human service setting. Capacity to problem solve, handle crises, and work with children and families of diverse social and economic and cultural backgrounds. Approach to working with families that is strength-based, must be empathetic, nonjudgmental, respectful, and professional. Must be organized, accountable, independent, self-motivated worker. Be able to learn and understand and incorporate the three roles of a parent educator: partnering, facilitating, and reflecting into daily practice with families. Willingness to work primarily in homes of families residing in high-risk communities. Experience working in a pre-school environment preferred. Qualifications would include a caring and service-oriented attitude, resourceful, good interpersonal skills, and ability to communicate effectively. Must meet all current childcare employee regulations, Performance Standards, and agency regulations. Must be dependable, work as scheduled and be on time. Ability to communicate in a second language preferred. Good verbal and written communication skills. Demonstrate ability to assume primary responsibility for planning and implementing a weekly plan and program for a group of young children. Ability to work well with parents of young children; zero up to five years of age. Can work with children and families from diverse social, economic, and cultural backgrounds. Bilingual in English and Spanish preferred.

Responsibilities:

- Conduct bi-weekly home visits with each child and family (Includes travel).
- Plan and carry out "curriculum" for child development in the context of the home and during monthly group connection experiences.
- Facilitate group connection experiences and other family group activities.
- Provide education and support services to families.
- Conduct screening and ongoing assessment of young children's development.
- Collaborate with families to establish goals and document this collaborative process in family partnership agreements.
- Promote parental involvement in curriculum planning, program governance, and the overall First Teacher home visiting program.
- Monitor and educated parents with respect to children's health status, including medical follow-up, physical health, dental health, mental health, and nutritional intake.
- Provide management, crisis intervention, and resource referral services.
- Act as a liaison and advocate between community resources and First Teacher families.
- Complete documentation of home visits, group connection experiences, and other relevant activities.
- Maintain confidentiality of family records and information.
- Participate fully in supervision and training experiences.
- Provide positive guidance, coaching and encouragement in a safe and healthy environment.
- Communicates verbally and in writing with parents.
- Is responsible for building trusting relationships with the child and families.
- Stays current with early child development through provided professional development.
- Organize and inventory supplies/materials used on home visits and during group activities.
- Meet at a minimum twice monthly with supervisor for reflective supervision sessions.
- Help parents and children transition to other services as needed, to preschool or to kindergarten.
- Serve on committees as appropriate.
- Participate in special projects throughout the year.
- Support and understand the vision, mission and values of the agency.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports directly to the Home Visiting Team Leader. Regular interaction with children and their families. Frequent interaction with all levels of the Program, public, community activities, and medical professionals.

Measure of Performance:

Exemplifies servant leadership. Excellent communication skills. Accurate, timely, reliable, and thorough. Gains the trust and respect of staff. Accepts feedback willingly. Represents the values of the Partnership in action and word. Innovative regarding training techniques, delivery methods and in tracking learning for a variety of positions and roles within the company. Acts with confidence and deliberateness. Ability to use training to resolve complex human resource issues. Self-directed. Ability to work without close supervision. Works comfortably in a team environment. Maintains confidential information.

Working Conditions:

Work is performed mainly at the family home, sitting on the floor with moderate exposure to injury. Be able to actively participate in a variety of activities with children. This position requires sitting, standing, bending, and minimal lifting. This position requires a valid driver's license and safe driving record.

Other Characteristics:

Meet all current childcare employee regulations, PAT Standards and agency regulations. Must be able to lift to 35 pounds as needed in daily activities, and emergency situations. Work assigned hours. Punctual. Utilize all safety equipment and procedures in daily operation of the home visits, including pandemic protocols.

All selected candidates are required to successfully complete a pre-employment drug screen and a background check.

Acknowledgement:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the PAT Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

BOAZ CITY SCHOOLS

Boaz, Alabama

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education.

Point of Contact:

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