

PARENT EDUCATOR I (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing model-instruction and support to the parents and/or guardians of families within the school district. The incumbent in this class coaches parents as child's first teacher during the pre-school age years. The work is distinguished from that of a Parent Educator I in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Note. The work is performed under the direct supervision of a Family Resource Center Coordinator II or Parent Educator II. The position requires occasional or regular work hours other than school hours to meet the needs of parents (e.g., early mornings, evenings and weekends, work outside the school(s), in neighborhoods, and in homes). Does related work as required.

TYPICAL WORK ACTIVITIES:

Models verbal interaction and reading and play activities in English and/or Spanish by using books and educational toys;
Encourages families to read, play and communicate with their children;
Takes part in or attends staff in-house training;
Makes oral and written reports concerning observations and contacts with clients;
May refer families to school district resources or to outside agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of community resources available to the families; working knowledge of normal child growth and development in relation to positive parent child interactions; ability to establish and maintain successful relationships with people; ability to read, speak and understand Spanish; ability to communicate effectively both orally and in writing; ability to prepare reports and maintain records; ability to follow written and oral directions; sympathetic understanding of the social, personal and economic problems faced by families.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of work experience in working with families and/or children in an educational, health, recreation, social service or day care setting.

NOTE: Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar, and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

SPECIAL REQUIREMENTS: Possession of a valid driver's license or accessibility to transportation to meet fieldwork requirements in a timely and efficient manner.