

PARENT EDUCATOR II

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 their child's first teacher during the pre-school age years. The position of Parent Educator II differs from Parent Educator I in that incumbents of the former position recruit, supervise, train and oversee the work of Parent Educators I and volunteers. In addition, those at Level II do outreach to promote the program. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment. Supervision is exercised over Parent Educators I and volunteers. 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:

Consults with parents and/or guardians to determine eligibility for the program, which includes home visits to aid them in their pursuits as their child's first teacher;
Models verbal interaction and reading and play activities by using books and educational toys;
Encourages families to read, play and communicate with their children;
Hires, trains and evaluates subordinate staff;
Observes Parent Educators I and volunteers during home visits and provides feedback;
Prepares press releases, publicity and outreach service flyers;
Makes oral and written reports concerning observations and contacts with clients;
May speak to individuals, groups and organizations about the program;
May refer families to school district resources or to outside agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of community resources and ability to utilize them; good knowledge of supervisory and training techniques; 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 communicate effectively both orally and in writing; ability to prepare reports and maintain records; ability to follow written and oral directions; ability to work independently; sympathetic understanding of the social, personal and economic problems faced by families.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and one (1) year of work experience in working with families and/or children in areas such as education, family support, social work, childcare, early childhood education or other community work in an area related to the duties. Such experience must have substantially involved program formulation, planning and evaluation.

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