

<b>PARENT EDUCATOR</b>
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**JOB SUMMARY**

Under direction of a certificated supervisor, independently work directly with parents and children in both the home and school environments to provide information regarding child development and effective parenting techniques.

**TYPICAL DUTIES**

Plan and conduct group parent meetings and children's play groups as designate by program schedule. Periodically screen children for education, hearing, and visual development. Monitor participating children's progress and maintain appropriate records. Provide parents with practical information and guidance in fostering a child's language, cognitive, social, and motor development skills. Conduct home visits using the Parents as Teachers (PAT) program as outlined in the District materials. Organize and prepare instructional materials, memos, or forms. Maintain a flexible work schedule to accommodate parents schedules and evening parent meetings. May be required to perform CPR or First Aid. Perform other related duties as assigned.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include successful completion and implementation of written and oral instructions relative to the parent educator training in the Parents as Teachers (PAT) program, or child development classes. Proficiency in both written and oral communication in required language. Knowledge of working with children and parents, both individually and in small groups is preferred. Possession of a certificate in cardiopulmonary resuscitation (CPR), and a certified Multimedia First Aid Card. Maintain up-to-date certificates in first aid and CPR. Must have access to an automobile for use in daily responsibilities.

**Knowledge of:**

Early childhood development. Methods and procedures involved in working with parents and children in both English and required primary language. Records maintenance and processing. Program screening instruments and community social agencies.

**Ability to:**

Implement oral and written communications. Work well with parents and young children in English and provide support in appropriate primary language as needed. Be outgoing, positive, and flexible. Develop and maintain positive rapport with children birth to age five and their parents. Demonstrate good organizational skills, be resourceful, non-judgmental, and tactful. Use appropriate communication skills in dealing with both children and adults.

**LICENSE**

Must possess a valid California driver's license.

**PHYSICAL ABILITY**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screen certifying this ability.