

PARENT EDUCATOR/BILINGUAL

JOB SUMMARY

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

TYPICAL DUTIES

Plan and conduct parent meetings and children's play groups in the appropriate language as designated by the 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. Ability to translate from English to other specified language and other specified language to English both verbally and in writing. 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 in both English and other specified language. 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 feel or handle objects, tools, or controls; talk and hear. 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.