



EARLY CHILDHOOD PARENT EDUCATOR

DEFINITION:

Under the supervision of the Assistant Principal or assigned administrator, provides services and support in the areas of parent education, staff training, program and service support, case management and student family assessment and screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides and coordinates early childhood parent education workshops on topics relevant to families with p a family

students and families.

and at-risk preschool-age children and

tion and grant reporting purposes;

ed activities.

community preschools, parents and

es and resolve issues or concerns.

s of preschool-age children and write

s as needed; conducts parenting

sist high-risk preschool-age children

ve case management data system as

ograms accordingly; provides parents

mation as appropriate.

nces; maintains current knowledge of

coordinating facility and equipment

ed.

Ability to:

- Plan, organize and implement long-range projects.
- Provide and coordinate staff trainings related to assigned activities.
- Provide training and guidance to assigned personnel.
- Interpret, apply and explain standards, requirements, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare and deliver oral presentations.
- Meet schedules and time lines.
- Plan and organize work.
- Maintain records and prepare reports.

EDUCATION/EXPERIENCE:

Any combination equivalent to: o/easuhseaesiooa6nonsse