

**WILLOW RIVER AREA SCHOOL
8142 PINE STREET
WILLOW RIVER MN 55795**

Job Description

Position Title:	Early Childhood Family Education (ECFE) Parent Educator
Immediate Supervisor:	Elementary Principal
FLSA Status	Non-exempt
Board Approved:	October 18, 2022

Overview: The ECFE Parent Educator is responsible for planning, developing lesson plans, and facilitating parent groups to discuss and explore family needs, parenting skills, and specific parenting issues. Also researches, interprets and presents current information of family issues, and serves as a resource to parents.

Required Qualifications:

- A current Minnesota Parent Education license;
- Must be available to teach classes or plan program events that include daytime and evenings.

Preferred Qualifications:

- Teaching and experience in planning, implementing and evaluation of the parent education component of an ECFE class;
- Understanding of ECFE philosophy, goals and objectives;
- Strong knowledge of infant/toddler and child development and family theory;
- Knowledge and ability to work with adults and children;
- Strong knowledge of adult learning methods, group process and group facilitation skills;
- Positive communication and conflict resolution skills;
- Knowledge of various curriculum models and materials, methods of instruction, and ways of providing support families; and
- Ability to develop relationships and work cooperatively with participants and colleagues.

Performance Responsibilities:

- Plans, designs, and implements curriculum that addresses all areas of the early childhood learning standards regarding child and parent development;
- Plans, researches and develops lesson plans and activities to present to parents during parent education and group discussion;
- Creates handouts and informational pieces to support group discussions that parents can use as reference materials;

- Observes and monitors the cognitive and emotional development of children through observation of play and social interactions. Meets with parents to discuss any developmental issues or concerns and facilitates referral to other services, if needed;
- Establishes a rapport with parents and offers support, behavioral strategies and resources to promote and facilitate the development and strengthening of their parenting skills and understanding of the cognitive and emotional development of their children. Models and teaches parents effective behavioral strategies in dealing with their children and in addressing their needs. Makes follow up calls to parents to monitor specific needs and concerns. Works with community and county agencies to ensure non-duplication of services for families;
- Orders, tracks, files and displays reference materials such as books, videos, and brochures. Maintains the parent library with new information, books and materials relating to parenting concerns. Maintains files and records on family information required by the State of Minnesota or department including immunization forms; participation forms; developmental observations; referrals; mandated reporters. Prepare classroom for parent meetings;
- Treat each child, parent, staff and community members with dignity and respect. Maintains confidentiality;
- Maintain communication with parents and children, connecting with them during parent-child time and/or after class;
- Develop and work at family special events, advisory council meetings, community activities and fundraisers;
- Attend training and workshops. Keep current on child and parent education research; and
- Complete other duties as assigned.

Physical Demands: Dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; bend at waist, kneeling or crouching; seeing to read a variety of material and hearing and speaking to exchange information.

Terms of Employment: Salary and work year to be established by the School Board.

Evaluation: Performance of this job will be evaluated annually by the Elementary Principal.