

## POSITION DESCRIPTION



### **Title: Parent Educator**

**Department:** Early Learning Academy, Home-based

**Exemption Status:** Exempt

**Reports To:** Program Director

**Last Revised:**

October 26, 2021

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#### **Position Summary:**

Casa Central's Early Learning Academy provides high quality, comprehensive early childhood education services for young children, ages birth to five, and their families. The Parent Educator is responsible for the implementation and documentation of an in-home, individualized curriculum for young children and their primary caregivers, aimed at supporting parents/caregivers in thriving in their roles as their children's first and most important teachers. Parent Educators support the children's and families' holistic development across domains, supporting their readiness for success in kindergarten and beyond. The Parent Educator will develop rapport with parents and work within the framework of the program's philosophy and objectives.

#### **Essential Duties and Responsibilities:**

##### **Agency**

1. Nurture positive and collaborative working relationships with other agency staff and outside stakeholders and partners.
2. Implement the agency mission, philosophy, and core values to direct daily work and decision-making; adhere to agency policy.
3. Cultivate a professional and respectful work environment.
4. Be actively involved with, and knowledgeable about, the agency's Performance Quality Improvement (PQI) structure and process.
5. Approve timesheets and ensure compliance with agency and funder guidelines, ensuring that daily activities are within the allowable activities approved by the agency.

##### **Early Learning Academy – All Staff**

1. Ensure compliance with all Early/Head Start Program Performance Standards, including as interpreted by the Ounce of Prevention Fund (Grantee), as well as with relevant federal, state, city, and accrediting/licensing body regulations and requirements.
2. Actively and enthusiastically support recruitment efforts to ensure that the program is fully enrolled year-round.
3. Engage in Active Supervision strategies to support the safety, wellbeing, and appropriate supervision/oversight of children at all times.
4. Act in accordance with the program's Standards of Conduct, building respectful relationships with families, honoring parents/caregivers as their children's first and most important teachers, and maintaining strict child, family, and staff confidentiality at all times.

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**Early Learning Academy – Parent Educator**

1. Plan and implement developmentally appropriate home-based activities following the Parents as Teachers (PAT) curriculum.
2. Work jointly with parents to develop weekly lesson plans based on each child's assessment and identified family needs.
3. Travel throughout the city of Chicago to reach families of diverse backgrounds.
4. Maintain and preserve a confidential family file and online database.
5. Complete data entry into database systems, per assigned due dates, and update as needed.
6. Observe, assess and document each child's health, skills, behavior, growth and development.
7. Schedule and conduct 90-minute weekly home visits for each parent and child; schedule make-up visits when visits are canceled.
8. Work collaboratively to provide children with group socialization experiences in conjunction with peers and supervisors.
9. Serve as an advocate for families in the program, working in collaboration with internal partners and external supports.
10. Participate in case management screenings and staffings.
11. Participate in on-going trainings and staff development provided by the Ounce, Casa Central Education Coordinators, and other consultants, as well as completing online trainings and attending workshops and conferences.
12. Attend regularly scheduled staff meetings, education meetings, and other gatherings.
13. Complete screenings to assist in identifying children with special needs and support process of necessary referrals, including meaningful inclusion of children with disabilities and diverse learning needs in all program activities.
14. Encourage parent participation in the Parent Committee Meetings as well as other events and training.
15. Assess and assist with children's transition from Early Head Start to Head Start or Head Start to Kindergarten
16. Prepare and submit records including, but not limited to, timesheets, weekly schedules, mileage, in-kind, home visit and socialization lesson plans.
17. Maintain regular and on-going communication with support staff, Education Coordinator, and Program Director
18. Perform other duties as assigned.

**General Requirements:**

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions.

**Education/Experience:**

Bachelor's Degree in Child Development or Early Childhood Education preferred. Requires an A.A. Degree in Child Development, Early Childhood Education, or a related field (defined as at least 21 CD/ECE-related credits); a Gateways Infant/Toddler and/or Early Childhood Education Credential at a Level 3 or above is also accepted, as is a Home Visiting CDA (Child Development Associate) Credential.

**Language Skills:**

Bilingual/Bicultural in English and Spanish in both written and verbal formats.

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**Computer Literacy & Knowledge Skills Abilities:**

Data entry skills and skills in managing Microsoft applications (i.e., Outlook) to facilitate communication. Preferred knowledge of ChildPlus or other online database systems.

**Mathematical Skills:**

Basic mathematical skills are required.

**Operating Environment and Working Relationships:**

Ability to work within an interdisciplinary team as a cooperative and supportive team member. Ability to establish relationships with families from diverse backgrounds. Must understand the scope of community resources and how they can meet the needs of children and families served. Must be able to make home visits to present, prospective and former clients in their own homes. From time to time, may be required to work weekends and/or holidays. The Parent Educator must have demonstrated the ability to establish helping relationships with families of varying educational, experiential, and socio-economic backgrounds and to handle emergency and crisis situations.

**Decision Making Authority:**

Exercises discretion and independent judgment in executing tasks.

**People Management:**

Ability to utilize reflective practices to provide support to volunteers, interns, and team members. Strong people skills, ability to express oneself clearly and effectively. Must be tactful, mature and flexible.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and engage in conversation in-person and via telephone. The employee frequently is required to use hands. Must be able to lift a 50 lb. Child.

**Work Environment:**

Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Will work evenings and weekends, as needed. Local travel required for meetings, trainings, home visits, and family advocacy and engagement activities; reliable personal transportation required.

**Other:**

Must have a valid driver's license, car and insurance—reliable personal transportation is essential for conducting home visits and community-based work (mileage reimbursement provided by the agency). Must have a cell phone with the capability to add applications to communicate with participants and agency staff (monthly cell phone stipend provided by the agency).

**Disclaimer:**

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The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_