



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Parent Educator	Department: Community Education and Communications	Bargaining Unit:
Immediate Supervisor: Director of Community Services & Communications	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction of the Director of Community Services & Communications, the Parent Educator is responsible for planning, designing, and delivering parent education curriculum to foster individual parenting skills by focusing their tasks on the needs of the family, by modeling parent activities and offering support and resources to parents consistent with the goals and objectives of the program.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and designs appropriate curriculum to meet the needs of families and program participants.
 - a) Prepares materials needed to implement lesson plans and activities.
 - b) Creates handouts and informational materials to support group discussions.
- Implements lesson plans and facilitates group interactions and discussions with parents concerning parenting styles, methods and teaching parents in these techniques, procedures and methods. Advises parents concerning other community resources available to them and provides feedback to parents concerning their strengths and needs in parenting.
 - a) Develops a rapport with parents and offers support, behavioral strategies and resources to promote and facilitate the strengthening of their parenting skills and to help them meet the developmental and emotional needs of their children.
- Participates, monitors and observes parent and child interactions during parent/child interaction times.

Observes interactions to identify any special needs or concerns.

 - a) Participates in structured activities and demonstrates/models parenting activities with children during interaction/play times.
 - b) Meets with parents to discuss any developmental issues or concerns.
 - c) Makes referrals to other services or resources available to assist parents.
- Provides professional expertise and assistance to individuals, other district staff and the community concerning early childhood and parent education.
- Assists in the marketing of classes and outreach activities to reach families in the community.
- Oversees classroom management activities to assure the safety and proper learning environment for parents and children.

- a) Maintains a cost effective management of classroom resources and supplies.
 - b) Orders, tracks and files and/or displays reference materials such as books, videos, and brochures.
 - c) Maintains the parent library with new information, books and materials relevant to parenting issues and concerns.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, staff meetings, and pursues professional growth opportunities.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Bachelor's Degree		
High school diploma or GED.		Major field of study or degree emphasis: Parent Education, Early Childhood Family Education, or closely related area.		
1 year college				2 years college
3 years college	x			4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Concepts, principles and philosophy of lifelong learning, public education, and relationship of community education to K-12 programming. • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects. • Knowledge of teaching principles, practices, techniques and approaches. • Knowledge of child development theories and development stages and needs particularly of infants and toddlers. • Knowledge of current trends, theories and technologies pertaining to learning environments and modalities. • Knowledge of fundamental principles and theories of child development and child psychology. • Knowledge of the fundamentals of family systems, structures and functions. • Knowledge of subject material, concepts and issues related to grade/subject of instruction. • Knowledge of the basic fundamentals, issues and trends pertaining to child health, nutrition and safety. 		
2nd year graduate level				
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience in parent/family education.				

LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license or evidence of equivalent mobility. MN teaching license and licensure in Parent and Family Education.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Planning and developing lesson plans and curriculum consistent with program goals and objectives. • Presenting materials and concepts • Leading group processes/discussions, leading structured play and in modeling parental techniques. • Assessing and employing a variety of learning styles. • Assessing and evaluating parental educational needs. • Applying conflict resolution strategies. • Dealing with children, staff, parents, administrators and other educational professionals over parenting issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs. • Advises and makes recommendations to district administrators or committees concerning family education and parenting needs in curriculum and learning approaches.

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.
---	---

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk		X			Up to 25 lbs		X		
Sit		X			Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC; Updated 6/2015

