

ARIZONA'S CHILDREN ASSOCIATION

POSITION TITLE: PARENT EDUCATOR

BAND 2/ ZONE 1

GENERAL POSITION SUMMARY:

The Parent Educator is responsible for the intake, assessment, planning, preparation, promotion, and evaluation and follow-up of various programs and services designed to teach parents healthy parenting techniques.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Facilitates parenting classes and support groups, parent-child playgroups and other parenting events, including home visits, intake and assessments.
- Conducts training independently or with co-facilitators.
- Assists with promotion and delivery of other workshop materials as needed.
- Assists with child care as needed.
- Actively participates in the planning, preparation, promotion, evaluation and follow-up after parenting activities.
- Prepares the playroom and/or classroom for all groups they facilitate, including clean up and organization of all play equipment and materials.
- Maintains accurate records and reporting as required. This includes recording accurate attendance and ensuring that parents have completed enrollment forms, monthly reporting and program evaluation instruments (pre and post assessments).
- Attends parent educator and other required trainings and meetings.
- Participates in program development activities, including community outreach and identification of community resources based on family need.
- Must be able to safely and effectively monitor program activities, with or without a reasonable accommodation.
- Performs additional duties as assigned which are consistent with the general responsibilities of the position.

REQUIRED COMPETENCIES:

- ❖ Knowledge of normal child development.
- ❖ Knowledge of and ability to apply child management techniques, basic parenting skills, and time management skills.
- ❖ Ability to understand and apply principles of adult learning to training development and delivery.
- ❖ Demonstrates ability to plan, organize, and implement educational programs for parents and children ages birth to five.
- ❖ Must be able to work in a diverse, multi-cultural environment and be sensitive to the service population's cultural and socioeconomic characteristics.
- ❖ Excellent written, oral and interpersonal communication skills including public speaking skills.
- ❖ Must have ability to maintain confidentiality; and consistently exercise discretion and judgment.

MINIMUM QUALIFICATIONS:

- ❖ Must be 21 years of age (licensing requirement).
- ❖ Bachelor's degree in Early Childhood, Education, Family Studies or related field of study from an accredited college or university.
- ❖ Minimum 3 years experience working in an environment with children under 8 years old.
- ❖ Minimum 3 years experience conducting trainings.
- ❖ Possess a valid Arizona driver's license and be insurable under the agency's automobile policy.

- ❖ Must be computer literate with knowledge of Outlook and Microsoft Office programs (i.e. Word, Powerpoint, Excel).

OTHER REQUIREMENTS:

- ❖ Must be able to provide DPS fingerprint clearance.
- ❖ Current CPR & First Aid certificate completed.
- ❖ Must be able to meet training and agency compliance requirements for the position.
- ❖ An individual may qualify for this position if the individual is able to “perform safely” the essential functions of the position with or without reasonable accommodations. Perform safely means to perform without causing a direct threat to the health or safety of the individual or others that cannot be eliminated by reasonable accommodations, as defined by 42 U.S.C. #1211 (b) and the Commission’s regulations found at 29 C.F.R #1630.2 (r).

Mental Requirements

- Ability to effectively communicate in the English language.
- Ability to gather and interpret moderately complex information.
- Ability to interact well with various levels of staff, clients, and with guests of AzCA.
- Ability to follow directions and instructions (both oral and written).

Physical Requirements

- Indoor/outdoor working conditions with frequent sitting, standing, writing and computer usage.
- Frequent moving about location.
- Moderate physical effort (lift/carry up to 35 lbs.).
- Frequent reaching, bending, stooping, kneeling or crouching.
- Ability to drive to training sites, transport materials, set up facility and arrange technology equipment to be used (if necessary).

FLSA STATUS: EXEMPT - PROFESSIONAL

REPORTS TO: PROGRAM SUPERVISOR OR DIRECTOR

This position description is intended to indicate the basic nature of the position and does not necessarily list all possible duties that may be assigned.

I have read, fully understand and agree to perform the duties and responsibilities for the position of Parent Educator.

Employee Printed Name

Date

Employee Signature