

Red Wing Public Schools Position Description

Early Childhood Family Education Parent Educator

General Information

Department: Community Education and Recreation, Colvill Family Center
Unit: Teachers
Immediate Supervisor: Early Childhood Director
Grade Placement: 19
FLSA Status: Exempt

Position Summary

The Parent Educator is responsible for a broad range of teaching services within our early childhood family education program, working with parents, guardians, and families of children from birth through five years. The Parent Educator creates learning opportunities that are culturally responsive to strengthen families and support healthy growth and development. They plan and facilitate classes on child development and parenting with a balance of education and support. Schedule varies session to session with a nontraditional work schedule.

Essential Duties and Responsibilities

1.	Ensures parenting education is accommodating to all families and aligns with the Red Wing School District mission, vision, and values.
2.	Plans, organizes and facilitates group interactions and discussions with parents, guardians, and families concerning a variety of parenting topics identified by the instructor and parents.
3.	Prepares the adult classroom environment for learning. Provides a variety of teaching approaches that demonstrate respect for different learning styles.
4.	Provides and offers support, strategies, and resources to promote the development and strengthening of parenting attitudes, knowledge, and skills.
5.	Assists in planning and coordinating group events, special events, conferences, program-wide celebrations.
6.	Serves as a role model on effective adult/child interaction. Models and teaches effective strategies relating to teaching children, and reinforcing positive parenting skills.
7.	Uses assessment and evaluation tools to assist in developing instructional methods that meet individual as well as group needs.
8.	Provides instructional leadership and assists in directing support staff and volunteers within the classroom.
9.	Collaborates with various community organizations to provide Early Childhood Family Education (ECFE) classes and services. Assists in providing outreach and promotes ECFE programs to underrepresented families.
10.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education/Training: 4 years of College

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Parent Educator license required; Early Childhood Education license preferred

Required Work Experience: Experience working with adults

Licenses/Certifications Required: Minnesota Parent Educator license

Essential Knowledge Required to Perform the Essential Functions of the Position

- Knowledge of teaching and learning strategies to meet a wide range of learning styles and abilities.
- Strong interpersonal skills to include the ability to work effectively with parents, guardians, children, district staff and community members from diverse backgrounds.
- Ability to work in a cooperative learning environment.
- Knowledge of child development theories and developmental stages and needs, particularly from birth to age five years.
- Knowledge of current trends, theories and technologies pertaining to learning and instruction.
- Knowledge of the fundamentals, issues and trends pertaining to child health, nutrition and safety.
- Operational knowledge of parent educational research and resources, effective communication and formal and informal supports for families in the community.
- Knowledge of screening, assessment and development tools.
- Knowledge of the fundamentals of family systems, structure and functions, and parenting issues.
- Knowledge concerning the operation and use of computer equipment, office applications and general office equipment.

Essential Skills Required to Perform the Work

- Skilled in presenting materials and concepts in an understandable and appropriate manner.
- Skilled in leading, facilitating and implementing group and individual learning activities.
- Skilled in planning, developing and implementing lesson plans, activities and topics for parent discussion.
- Ability to establish and maintain effective working relationships with parents, students, and staff.
- Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic backgrounds.
- Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness.
- Skilled in developing, motivating, and fostering collaborative relationships both inside and outside the organization.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

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

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to disagreeable conditions involving human/student/parental contact. Duties also involve working irregular or evening hours due to events, contests or other functions.

Classification History and Approval

Created: 3/2022