

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

LEAD PARENT EDUCATOR

DEFINITION

Under general supervision to train staff in techniques compliant with approved curriculum, monitor staff observations of individual families, and guide staff in their recommendations for improvement in early childhood education. Provide parents with developmental information and effective techniques, train and conduct periodic screening and maintain records of participating children; provide key topics for informational group meetings. Works directly with staff and parents of children ages birth to 5 years. Provides a liaison between the community and the school district to encourage communication with and support from the community.

RESPONSIBLE TO

Coordinator of Special Projects

DUTIES

1. Provide instruction to staff by observing and evaluating home visits; and conduct "Walk in and Play" group sessions.
2. Keep abreast of changing legislation and provide new curriculum material for the program.
3. Plan and conduct monthly parent home visitations as prescribed in the Parents as Teachers program guidelines.
4. Prepare and implement applicable home visits geared to the child's age.
5. Develop a trust and support system with the parents and children.
6. Observe and document language, cognitive, social, and motor skills of child.
7. Screen child at designated intervals for language, (Zimmerman Pre-Language guide and Denver Screening) cognitive, motor, and social development.
8. Develop and facilitate group meetings pertaining to a specific topic of focus with parents.
9. Market and organize the Parents as Teachers Program, group meetings and parenting classes.

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10. Maintain records of families participating in the Parents as Teachers program, and document the results.

QUALIFICATIONS

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Continue education on early childhood behavior, characteristics and development.
3. Methods and procedures involved in working with parents.
4. Purposes and goals of general education and special programs.
5. Language acquisition theory.
6. Cultures of both dominant and minority language groups, as needed.
7. Effective parenting skills.
8. Supervision skills in training.

Ability to:

1. Communicate in oral and written fashion.
2. Demonstrate patience, warmth, and maturity in dealing with children, parents, and teachers.
3. Be outgoing, positive, and flexible.
4. Develop and maintain a positive rapport with infants, toddlers, and their parents.
5. Demonstrate good organizational skills.
6. Maintain cooperative and effective working relationships with other employees.
7. Continue education to maintain certification.

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EDUCATION

High school diploma or equivalent to the completion of the twelfth grade; including courses in Child Development; or any combination of training and experience that could likely provide the desired knowledge and abilities.

CERTIFICATE

Parents as Teachers National Certification

TRAINING AND EXPERIENCE

Two years of experience in working with school and community programs is preferred. Must be willing to take additional training to implement the program.

Job Description Adopted: May 1, 2000

wd:leadparenteducator