

# Blackwater Community School Job Description

**Job Title:** FACE Parent Educator

**Department:** Administration

**Reports To:** FACE Coordinator

**FLSA Status:** Exempt

**Prepared/Revised By:** Jack Sharma

**Revision Date:** April 23, 2019

**Approved By:**

## Summary

The FACE Parent Educator provides personal visits (usually in the home) with primary care providers of children prenatal to 5 years of age, using the Parents as Teachers (PAT) *Born to Learn*® curriculum or any other school prescribed curriculum. This position also provides screenings, FACE Family Circle, and resource networking.

## Certificates, Licenses, Registrations

Valid Arizona Driver License

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

Ability to Successfully Complete PAT Parent Educator Certification Course

## Education and/or Experience

Minimum AA degree or 60 hours of college credit.

One year experience working with children, adults, families, and learners of all ages, infant through adults.

One year experience working with all levels of adults is desirable, from very low-ability through college level.

Experience with Native American School Systems and knowledge of the learners' culture and language.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Helps parents and children transition to FACE center-based, another preschool setting, or to kindergarten.
- Offers a monthly FACE Family Circle that focuses on regarding child development, neuroscience, or a parenting topic.
- Coordinates efforts with partner Parent Educator and the FACE Team.
- Maintains up-to-date files; prepares required reports and data collection.
- Schedules and completes at least 12 personal visits each week with each family/client.
- Conducts personal visits (45-60 minutes) on a weekly or bi-weekly basis with each family.
- Develops a comfortable and trusting relationship with each family so that the needs of each individual child are met.
- Completes required annual screenings for each home-based child on the caseload.
- Follows up on concerns and delays indicated by screenings.
- Maintains a current knowledge about community resources and links families to appropriate resources.
- Utilizes lesson plans from the PAT *Born to Learn*® curriculum or any school prescribed curriculum at personal visits.
- Arrives at visits prepared with appropriate materials and conducts the visits with professionalism.
- Documents each visit clearly.
- Focuses on gaining / maintaining proficiency in the PAT *Born to Learn*® curriculum or any other school prescribed curriculum.

- Attends all required FACE national training both locally and nationally.
- Attends all school sponsored events and assists in the annual ‘Child-Find’ events sponsored by the school.
- Willing to attend professional development opportunities to increase job skills.
- Maintains certification renewal yearly.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to relate well to both children and adults of diverse socioeconomic and cultural backgrounds.
- Ability to establish rapport with families and empower parents by building on their strengths; and treat each child, parent, and co-worker with dignity and respect.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.
- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to meet challenges with resourcefulness and generates suggestions for improving work.
- Ability to apply feedback to improve performance and monitor own work to ensure quality.
- Ability to be professionalism by approaching others in a tactful manner and treat others with respect and consideration regardless of their status or position.
- Ability to maintain a high personal standard of professional and ethical conduct.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to react well under pressure.
- Ability to perform with accuracy and thoroughness.
- Ability to take independent action and calculated risks, and willingness to undertake self-development activities.
- Ability to work within approved budget and conserves organizational resources.
- Skill in prioritizing and planning work activities, use time efficiently, set goals and objectives.

- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to consistently be at work and on time.
- Ability to exhibits confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Strong organizational skills and ability to adapt to families' goals and needs.
- Strong knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

**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 will supervise/interact with children from birth to age 5; is frequently required to stand; walk up to 250 yards; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The 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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date