

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
April 2018

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Family Education Parent Educator	Department: Community Services Division
Immediate Supervisor's Position Title: Early Childhood Coordinator	FLSA Status: Exempt
Band/Grade/Subgrade: D – 6 - 1	Bargaining Unit: Northfield Education Association (Teachers))
Job Summary: Under the general direction of the Early Childhood Coordinator, the Early Childhood Family Education Parent Educator is responsible for supporting early childhood programming, especially programming targeted for parents with young children, and to provide support to the early childhood programs offered by the Community Services Division.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Teach Early Childhood Family Education classes
Percent of Time:	75%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Interact with children and families • Teach planned lessons • Observe children and encourage parent/child interaction • Encourage engagement during circle time • Provide resources to families • Support other staff in the classroom • Provide home visits for families 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Preparation for teaching Early Childhood Family Education classes
Percent of Time:	20%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Develop clear, detailed lesson plans • Gather needed materials and set-up classroom • Check in with other staff in classroom • Set-up and clean-up room • Develop supply lists 		

- Assist with planning future classes
- Develop and conduct program evaluations

Duty/Responsibility No:	3	Statement of duty/responsibility: Conduct outreach activities in support of the early childhood programs and services
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Responsible for teen parenting class held at the Area Learning Center
- Conduct additional outreach efforts as assigned
- Participate in additional events as directed

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		4 year degree		
High school diploma or GED.		Major field of study or degree emphasis: Parent Educator licensed required; Early Childhood Education license preferred		
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"> • Knowledge of child development, birth – age 5 • Ability to work well in a team • Ability to plan curriculum • Ability to facilitate parent groups • Ability to lead others 		
2nd year graduate level				
Doctorate level				

Required Work Experience in Addition to Formal Education/Training:
Requires a minimum of one-year work experience directly related to early childhood.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and Community Services Division • Using computer and related software applications and general office equipment • Communication, interpersonal skills as applied to interactions with parents, the general public, coworkers and supervisors
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- Applying outreach strategies to promote, advertise and inform the community

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

Titles of Positions Directly Supervised		# of Employees
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			x	
Climb or balance	X			
Stoop/kneel/crouch or crawl		x		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			

up to 100 pounds	X			
more than 100 pounds	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 10 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.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: