



JOB DESCRIPTION – FAMILY EDUCATOR

Purpose Statement

The job of Family Educator was established for the purpose/s of providing quality, comprehensive, home-based child/family support services for infants/toddlers and preschoolers and their families; providing support, training and case management to assist parents in meeting the needs of their children; and enhancing parents' role as the primary influence in a child's education and development.

Essential Functions

1. Assesses family and infant/toddler and/or preschooler needs (through comprehensive home visits or in licensed family childcare settings under potentially dangerous conditions) for the purpose of developing an action plan to remove barriers to children's success in school.
2. Assists families in arranging for transportation to center activities and community appointments for the purpose of ensuring participation in events and delivery of services as needed.
3. Assists in the training and oversight of Para-educators or providers for the purpose of providing guidance and support in their interactions with children.
4. Conforms to PSESD's Principles That Guide our Culture for the purpose of 1) building trust, collaboration, and strong teams within the program and the Agency and 2) providing exemplary service to external clients.
5. Coordinates the development and implementation of socialization groups, parent programs, training, center activities, parent participation, etc. for the purpose of delivering services in conformance with established guidelines.
6. Develops comprehensive child development programs, Individual Learning Plans and may assist in the development of Individualized Family Service Plans for the purpose of achieving program objectives.
7. Identifies family strength, health care needs and social service needs for the purpose of providing referrals and support services to infants/toddlers and their families.
8. Maintains a variety of manual and electronic documents, files and records for the purpose of providing required information and/or documentation.
9. May provide services for pregnant women (e.g. health tracking, education, resources, etc.) for the purpose of delivering services to expectant families in conformance with established guidelines.
10. Participates as a team member in interdisciplinary planning for children and families (e.g. Department of Children and Family Services, Department of Social and Health Services, Department of Corrections, community mental health, etc.) for the purpose of providing case management to assist parents in meeting the needs of their children.
11. Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
12. Recruits and enrolls children and families for the purpose of providing comprehensive center or home-based child/family support services and/or encouraging parent involvement and maintaining full enrollment.
13. Recruits and trains volunteers for the purpose of orienting prospective participants.
14. Responds to inquiries from a variety of sources for the purpose of providing information and/or direction.
15. Reviews immunization status for each child for the purpose of ensuring children are immunized and/or compiling information for the annual state immunization report.

Other Functions

Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Equipment to be Used

1. Telephone and voice mail
2. Copy machines
3. Fax machine
4. Computer software/hardware, including email and internet
5. Classroom equipment/materials

Working Conditions

1. Expected to attend evening meetings.
2. Expected to visit families in their homes.
3. Must have the ability to provide an insured car.

Minimum Qualifications

- AA/BA/MA in ECE
- Or AA/BA/MA in related field or any field plus ECE course work (see Staff Qualifications Policy for ECE coursework description)
- Basic computer skills and some experience with computer applications

Preferred Qualifications

- Qualified former Head Start parents receive preference.

Requirements

1. Submit initial health examination, including screening for TB. (see Medical Release form)
2. Obtain a First Aid and Infant/Child CPR card within 90 days of hiring and keep current.
3. Complete Criminal History, Declaration form and fingerprinting.
4. Obtain a food handlers care within 90 days of hire and keep current.
5. Must have access to a personal vehicle with insurance coverage (unless employer supplies vehicle) and have a valid Washington State driver's license.

Skills and Abilities

1. Ability to identify family strengths and plan/advocate around family goals.
2. Competence in planning, organizing, scheduling, recordkeeping, and staff and parent communications.
3. Ability to relate effectively with children, families, community members, and staff of diverse backgrounds.
4. Ability to build relationships and collaborate with other community agencies.
5. Interest and ability to advocate with and on behalf of low-income, diverse families.