

# In-Home Family Support Program

## Parent Educator

### **POSITION SUMMARY**

Full Time, Year Round plus benefits  
\$46,000-\$55,000 annual salary

The Parent Educator provides information, support, and education to parents necessary to help children develop optimally during the crucial early years of life. Parent Educators work collaboratively with parents and families in the Guadalupe School community by providing education in the form of weekly home visits, group connection activities, developmental screenings, and links to community resources for parents and children.

### **QUALIFICATIONS**

- Current Child Development Associate credential or other college degree in child development or related field.
- Experience working with young children and parents/families.
- Ability to communicate effectively with adults and children.
- Ability to work independently and to organize time.
- Ongoing commitment to learning and staying knowledgeable in current best practices in the child development field.
- Basic knowledge of computers and willingness to learn applicable record-keeping systems/software

### **REQUIREMENTS**

- Successfully complete the Parents as Teachers Foundational and Model Implementation Training, Prenatal to 3 Years, within the first 90 days of employment.
- Maintain current certification as a PAT parent educator, by completing the required professional development hours for years of service.

### **GENERAL RESPONSIBILITIES**

- Using Parents As Teachers for curriculum and foundational information, provide parent education through regular home visits.
- Assess family and child needs and provide developmentally appropriate information, guidance and support to parents.
- Work with families to perform developmental screenings and assess child milestones.
- Coordinate services with community programs to support the well-being of each family.
- Document all visits, family goals, child developmental progress, and other information using the appropriate documentation tools provided by the program.

#### **Provide parent education through regular home visits.**

- Contact all assigned children and parent/family weekly.
- Collaborate with parents/family to set and achieve individualized child goals.
- Plan and prepare individualized lesson plans for each child aligned with the goals set.

- Keep timely and accurate records of each home visit, child/family information, group meeting attendance, and other relevant information.
- Keep timely and accurate records of each child's development.
- Be flexible with scheduling to meet individual needs.

**Assess family and child needs to provide developmentally appropriate information, guidance and support to parents.**

- Use strength-based strategies during home visits to develop rapport and build confidence in parenting abilities with each family.
- Foster parental involvement in all aspects of the home visit.
- Incorporate Development-Centered Parenting in each home visit.
- Use strength-based strategies to guide parents in positive Parent-Child interactions.
- Complete regular child development, family, and health assessments.

**Support and enhance Guadalupe School In-Home Family Support Program.**

- Report any concerns regarding a child's development, family, and/or other children in the family to the ELC director.
- Take initiative in operational responsibilities for the In-Home Program.
- Participate in training opportunities.
- Help plan and attend group meetings.
- Encourage and support parents to attend group meetings, and school-wide events and to be engaged in their child's education.
- Maintain good communication with children, parents, other staff members, and administrators.

**Coordinate services with other community programs offering services to parents with young children.**

- Identify community resources and link families to these services as appropriate.
- Support family/parent goals to become self-sufficient as appropriate.
- Inform parents of community events and support attendance at events as appropriate.

**Personal Characteristics**

- Use appropriate work-related behavior, dress, and attitude toward fellow professionals.
- Establish and maintains appropriate professional relationships with families.
- Adhere to required confidentiality practices and professional ethics.
- Maintain a professional relationship with teachers, supervisors, and other staff members.
- Comply with other duties assigned by supervisor.