

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, AUGUST 2012**

**JOB TITLE: FAMILY EDUCATOR
PARENTING SERVICES
DIVISION OF STUDENT SERVICES**

GENERAL STATEMENT OF JOB

Under occasional supervision, provides personal home visits, developmental and health screenings, referrals and group meetings to families with children from prenatal to kindergarten entry using the Parents as Teachers (PAT) Born to Learn Neuroscience curriculum; assists in planning and implementing other parent education programs and activities as assigned. Reports to the Coordinator of Parenting Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Schedules and provides personal home visits to families with children from prenatal to kindergarten entry; assesses developmental status of child and needs of the family; selects and implements age-specific PAT curriculum and related resources; shares helpful information about child development and the role and importance of parenting in the development of a child; engages parents in conversations about their child's developmental needs and progress, and assists parents in learning effective observation skills; provides constructive suggestions to parents to facilitate the provision of the best possible home learning / developmental environment; actively involves parents in developmentally appropriate parent-child activities; solicits and responds to parents' questions and concerns; adapt personal visit plans and activities for children with special needs; makes referrals to other professionals and agencies for assistance as necessary.

Administers and evaluates developmental, vision and hearing screenings; shares results of screenings with parents and recommends activities to improve areas of concern; makes referrals to other professionals and agencies as necessary.

Establishes and maintains positive rapport with all clients.

Plans, coordinates, implements and leads special programs, meetings or events as assigned, which may include preschool reading club activities, PAT / Young Parents as Teachers monthly meetings, etc.

Procures and maintains inventory of supplies and materials needed for program implementation.

Meets with District social workers, speech pathologists, school psychologists, teachers, school administrators, social service agencies and others to discuss the needs of and services provided to client families.

Documents personal home visits, screenings, group meetings and other contacts with client children and parents; tracks client progress; maintains all related records and reports as required; develops and maintains client database.

Participates in community events and makes presentations to promote and provide information about parenting programs and services provided by the District for recruitment and retention of families.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Keeps abreast of developments in early childhood development and parent education.

Prepares and/or processes client documentation and other records, referrals, lesson plans, personal visit plans, summary reports, memos, correspondence, etc.

Operates a vehicle and a variety of equipment such as a computer, printer, typewriter, fax machine, copier, calculator, telephone, etc.; uses clerical and computer supplies, screening tools, developmental toys and books, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other District administrators and staff, various committees, parents, children, various government and community agencies, and the general public.

Attends training, conferences, workshops, etc., as appropriate or required to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Cleans toys and environment after meetings.

Solicits donations of goods and services from community agencies for use in assigned programs.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in education, social work, psychology, public health or related field supplemented by three to six months of related experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess certification as a Parents as Teachers program Family Educator. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office machines within moderate tolerances or limits of accuracy.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instruction and information to program clients; includes the receiving of information and direction from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare various types of reports, records, recommendations and other documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before an audience with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in client instruction; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach clients; to influence others through persuasive speech and writing. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including early childhood education / development, parent education, curriculum development, program development, etc., and with persons of varying educational, cultural and social backgrounds.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using office equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the District as they pertain to the performance of duties of the Family Educator. Has considerable knowledge of the functions and interrelationships of the District and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Has thorough knowledge of early childhood development, instructional principles and practices for both young children and parents, and the use of technology in instructional operations. Is able to maintain current knowledge of philosophies, trends and technologies used in early childhood / parent education. Is able to maintain assigned caseload effectively and to maintain accurate client records and

reports as required. Is able to develop and maintain positive, cooperative relationships with program participants; is skilled in communicating in an effective, professional and constructive manner, maintaining cultural, social and economic sensitivity at all times. Is skilled in observing child behavior to assess developmental skills and needs, and is able to plan and implement effective plans to help parents provide the best possible environment and relationships to support progressive child development. Is able to effectively coordinate and implement special activities, events and meetings as required. Has knowledge of the methods and materials used in developmental, vision and hearing screenings, and is able to administer such screenings. Is able to provide appropriate client referrals to various professionals and agencies as indicated. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing and records management. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals, parents, children, and members of the public through contact and cooperation. Has the skills to be able to communicate in a professional and articulate manner with clients, co-workers, District management, professionals and others. Is able to make effective presentations with professionalism and confidence. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Updated 8/1/2012