

DATE: JULY 26, 2018
CERTIFIED – GRANT FUNDED

Family Educator: Part-Time 90 days - \$33.00 per hour
(Retirement Benefits are IMRF Qualified)
Responsible to: Cynthia Schuenke - Program Director

Applicants must possess the following qualifications:

- Professional Educator’s License (PEL) required
- Experience working with young children and their parents
- Attend required trainings as deemed appropriate
- Effective written and verbal communication skills
- Establish and maintain appropriate professional relationship with families
- Adhere to required confidentiality practices
- Use time and resources effectively to complete job requirements
- Excellent reliability

Job responsibilities include but are not limited to the following:

- Communicates with parents on behalf of the school (testing, attendance, programs/services available, ESL supports, other)
- Confers with program teachers, parents and community agencies to assist in connecting families to service points
- Identifies at-risk ESL students in order to strengthen supports and involvement of families in the educational process
- Manages program specific grant activities, including parental involvement and educational events and activities that can include evening events
- Collaborates with teachers and staff to develop and/or provide EC parents with standards-aligned activities and materials to support learning in the home
- Plans and implements school-based activities with teachers that promote physical, social and cognitive growth for all children
- Facilitates parent/child activities
- Participates in regional collaboration meetings
- Supports program efforts to identify and recruit the most at-risk children in the community
- Assists parents in completing the screening and enrollment process
- Engages parents in volunteer and leadership opportunities within the school/district
- Conducts home-visits as needed to support the home-school connection
- Coordinates parent meetings and workshops to educate parents on parenting and children’s learning development
- All other duties as assigned by the Director of Early Childhood

NOTE: Interested persons shall apply to the Personnel Office in writing. All letters of interest must be received no later than Friday, August 3, 2018.

“An Equal Opportunity/Affirmative Action Employer”