



IRVINE UNIFIED SCHOOL DISTRICT

EARLY CHILDHOOD PARENT EDUCATOR

DEFINITION:

Under the supervision of the Assistant Principal or assigned administrator, provides services and support in the areas of parent education, staff training, program and service support, case management and student family assessment and screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides and coordinates early childhood parent education workshops on topics relevant to families with preschool-age children.
- Provides and coordinates staff trainings for teachers and aides on topics relevant to early childhood care, education and school readiness; provides coaching on District-assigned behavior support system.
- Identifies developmentally appropriate child and family screening tool to assess child family functioning, behaviors and school readiness as assigned.
- Participates in the referral, screening and follow-up of at-risk students and families.
- Provides case-management and services support for identified at-risk preschool-age children and families.
- Collects logs, program data and evaluation surveys for evaluation and grant reporting purposes; prepares and maintains records and reports related to assigned activities.
- Communicates with personnel, teachers, administrators, community preschools, parents and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Visits other sites within the community to conduct observations of preschool-age children and write up related observation reports; makes specialist referrals as needed; conducts parenting presentations at other school sites.
- Assists in development of case management strategies to assist high-risk preschool-age children and families; assists with the development of a comprehensive case management data system as determined by grant evaluation and sustainability needs.
- Monitors appropriate community resources to supplement programs accordingly; provides parents and families with community and low-income resources information as appropriate.
- Attends and participates in professional activities and conferences; maintains current knowledge of trends and practices related to assigned activities; assists with coordinating facility and equipment use for parent education and staff training programs as assigned.
- Meets individually with parents to provide assistance.
- Operates a variety of office equipment including a computer and assigned software; drives a vehicle to conduct work.

QUALIFICATIONS GUIDE

Knowledge of:

- Policies, objectives, operations and activities of assigned program and activities.
- Positive parenting approaches and behavior management strategies.
- Case management skills and strategies.
- State guidelines and requirements concerning childhood programs.
- Curriculum interpretation and application in assigned early childhood education program.
- Oral and written communication skills.
- Principles of training and providing work direction.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Public speaking techniques.

Ability to:

- **Plan, organize and implement long-range projects.**
- **Provide and coordinate staff trainings related to assigned activities.**
- **Provide training and guidance to assigned personnel.**
- **Interpret, apply and explain standards, requirements, policies and procedures.**
- **Analyze situations accurately and adopt an effective course of action.**
- **Communicate effectively both orally and in writing.**
- **Establish and maintain cooperative and effective working relationships with others.**
- **Operate a variety of office equipment including a computer and assigned software.**
- **Prepare and deliver oral presentations.**
- **Meet schedules and time lines.**
- **Plan and organize work.**
- **Maintain records and prepare reports.**

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in education, counseling, social work, early childhood education or a related field and one year of experience working with preschool-age children and their families.

LICENSES AND OTHER REQUIREMENTS:

- **Valid California Class C driver's license.**

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Seeing to read a variety of materials.**
- **Sitting or standing for extended periods of time.**
- **Hearing and speaking to exchange information and make presentations.**
- **Lifting, carrying, pushing and pulling light objects up to 10 pounds.**
- **Bending at the waist, kneeling or crouching to retrieve files or materials.**

WORK ENVIRONMENT:

Office environment. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017