



## Rockdale County Public Schools Employee Job Description

### TITLE: PARENT EDUCATOR

#### Job Information:

<b>Division:</b>	Teaching and Learning	<b>Job Code:</b>	408
<b>Department / Office:</b>	Early Learning Center	<b>Pay Grade:</b>	8
<b>Terms of Employment:</b>	Position works 210 Days	<b>Salary Scale:</b>	Classified
<b>Original Adoption Date:</b>	October 13, 2021	<b>Revised Date:</b>	April 24, 2023
<b>FLSA:</b>	Non-Exempt	<b>Location:</b>	School Based
<b>Retirement:</b>	TRS		

**REPORTS TO:** Director of Early Learning Center

**SUPERVISES:** N/A

#### JOB GOAL:

Provides support and encouragement that parents need to help their child develop optimally during the crucial early years of life and to encourage and coordinate parent efforts to become more involved in their child's education.

#### JOB QUALIFICATIONS / REQUIREMENTS:

- A minimum of two years of post-secondary education preferred
- A high school diploma or GED required
- Community resource familiarity preferred
- Ability to work well with parents, teachers, school staff, and community members, both in person and over the phone.
- Excellent interpersonal and communication skills.
- Must possess the knowledge, skills, and sensitivity to respond effectively to families and communities of diverse cultural and language backgrounds.
- Must relate well to people of diverse backgrounds.
- Must be capable and willing to provide workshops in neighborhood community centers.
- General computer proficiency.
- Good organizational and follow-up skills.
- Physical demands - must be able to sit, stand, walk and lift twenty (20) to thirty (30) pounds infrequently. The job also requires some bending and stooping.

**JOB DUTIES:**

- Is present at work every day and arrives at assigned time.
- Demonstrates an attitude and demeanor that contributes to an atmosphere of harmony and goodwill in the workplace.
- Interacts in a professional manner with students, staff, and school/district leaders.
- Works with assigned Title I schools, recruiting, supporting, and engaging families with children Birth to 5 who reside in the respective school zones.
- Attends curriculum training and works with parents in one-on-one personal/home visits and in group settings.
- Manages a caseload of 20 families.
- Provides parent education and support in the form of personal/home visits, group meetings, child screenings, and linkages to a network of resources for parents and children.
- Ensures the child's successful transition to school by working with the family, early learning programs, community, and the school.
- Effectively establishes rapport and trust with families and school staff.
- Collects data and evaluates and reports the progress of the program.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity for which the employee becomes aware.
- Performs other duties as assigned by supervisor.

**EVALUATION:** Performance in this position is evaluated in accordance with the personnel policy on classified evaluations.

**I have read and understand my job description and duties that I must perform in this job.**

**Employee Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_

Evaluation Pairing: Yes