

Family Community Educator

QUALIFICATIONS:

Certification:

- Bachelor's Degree in Social Service Field or Illinois Professional Educator's License
- Variety of work experience with families, community agencies and children (birth to eight)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Direct Supervisor: Building Principal

VISION:

The Family Community Educator will perform duties that support the delivery of the district preschool services to preschool students and their families. The Family Community Educator will work with community agencies and coordinate the identification process of families to be involved in the grant program services.

Will perform duties to develop and expand school, family, and community partnerships to support child learning and healthy development.

JOB GOALS:

- Will develop systems to support family engagement
- Will assist the principal and staff in building a welcoming and supportive environment for all families and students
- Will work to enhance community and school partnerships
- Will assist in educating and involving parents in decision making
- Students will receive the physical, emotional, and instructional support they need to benefit fully from the district's preschool program
- Students will learn subject matter and skills that will contribute to their development as mature, able, and responsible individuals

JOB RESPONSIBILITIES:

- Will plan and implement parent education activities including, but not limited to: home visits, day and evening literacy and parent education activities and community events

- Visits will be coordinated to inform parents about child development, age-appropriate expectations, and the behaviors of young children and how parents can support learning and development through parent-child interaction
- Serve as grant program liaison between local and state agencies
- Coordinates identification process of families to be involved in grant program services
- Presents a positive image of the grant program to parents and conveys the grant partners' genuine concern for the education, growth and development of the whole family
- Becomes familiar with school, library, public and private literacy and family support resources that can help with particular problems and assists families in obtaining appropriate help
- Will visit family homes to explain and share school, library, public and private resources, to reinforce positive parent and family literacy learning experiences
- Develops links to other agency networks to avoid duplication or lack of services for families
- Identifies and designs literacy activities and presentations appropriate to families' stages of development, strengths and needs
- Responsible for securing volunteers for grant program and donations to the program
- Keeps complete, up-to-date and accurate program and evaluation records as required by the grant, policy, and administration regulation
- Will work to enhance parenting skills, knowledge, and understanding of the educational and developmental needs and activities of their children by including adult parent group activities and parent-child interaction activities
- Will establish practices that support and respect family responsibilities, recognizing the variety of parenting traditions and practices within the community's cultural and religious diversity
- Follows state/district policy, procedures and guidelines

TERMS OF EMPLOYMENT:

Work Day:

7.75 hours daily / Atypical Schedule including evening work and home visits

Work Year:

200 DAYS.

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Salary and benefits commensurate with contractual commitments, experience and grant funding.

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.

