

Even Start Project Coordinator/Parenting Educator

Job Description

Qualifications:

1. Masters Degree in Education.
2. Individual should be able to demonstrate knowledge of parenting skills and public relations competencies.
3. Ability to develop and implement in-service training for program staff.
4. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
5. Ability to communicate effectively with students, school personnel, and parents.
6. Educational philosophy compatible with Jackson County Board of Education philosophy.
7. Ability to work cooperatively with others.
8. High academic achievement in college education program.

Immediate Supervisor: Director of Title I

Duties and Responsibilities:

1. Meet Professional Responsibilities.
2. Maintain and upgrade professional skills.
3. Supervise Even Start Teachers and Aides.
4. Establish and family-centered education program for qualifying parents and children.
5. Provide a parenting program for program participants.
6. Coordinate all program activities.
7. Collaborate with other Board of Education programs and public and private agencies to fulfill the intent of the Project.
8. Identify and recruit eligible participants.
9. Select materials and equipment.
10. Attend conference and review related programs to gain insight into successful programs.
11. Plan and implement in-service training for the Even Start Staff.
12. Serve as liaison to media to disseminate information of programs.
13. Provide extended year services to participants through summer months.
14. Maintain program records.
15. Collect and analyze all data dealing with evaluation and be responsible for an

annual program evaluation.

16. Perform other duties as assigned by the Director of Title I.

Jackson County Board of Education
Revised