



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 4/13/2018

TITLE: FACE Parent Educator	EMPLOYMENT: 10 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Parent Educator provides personal visits (usually in the home) with primary care providers of children prenatal to five years of age, using the Parents as Teachers Foundational curriculum and Foundational 2 (3 through Kindergarten). Parent Educator also provides screenings, FACE Family Circles, and resource networking. It is a multi-faceted, demanding position.

Necessary Qualifications:

- Associate of Arts Degree in Early Childhood Education or Elementary Education or 60 college hours from an accredited college.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills and Abilities:

- Be able to travel to required trainings and professional development each year.
- Be highly organized.
- Proficiency with use of technology for email communication, internet for programmatic reporting portal access, MS Office and Windows required.
- Be able to learn PAT Foundational curriculum and convey that information to parents.
- Become a certified PAT Parent Educator by attending a one-week Foundational Curriculum and Model Implementation training in St. Louis, Mo. Pass all assessments during the training and complete a developmental chart.
- Attend the Foundational 2 training to work with families 3 through Kindergarten.
- Renew certification annually by participating in on-going professional development: FACE professional development includes participation in FACE Regional meetings and FACE webinars.
- Be able Demonstrated skills to establish rapport with families and empower parents by building their strengths.
- Be able to work well in a team.
- Knowledge of Navajo and other Native American cultures.

- Excellent written and oral communication skills.

Duties and Responsibilities:

- Become knowledgeable in the PAT Foundational curriculum and model components; and provide personal home visits using the 8 Foundational Plans in the online curriculum and using the Planning Guide to plan the content of personal visits with families.
- Schedule and complete at least 12 personal visits each week with 12 families (3-4 personal visits a day as new parent educator; after first year increase caseload to 24 families and provide bi-weekly visits).
- Conduct personal visits (60 minutes each) on a weekly or biweekly basis with each family.
- Plan the visit using Foundational materials and resources, gather materials, travel, conduct the visit, and clearly document the visit in Penelope.
- Develop a comfortable and trusting relationship with each family so that the needs of each individual child are met.
- Ensure that each family participates in 75% of the offered personal visits.
- Offer a monthly FACE Family Circle that focuses on child development, neuroscience or a parenting topic (three areas of emphasis). Coordinate efforts with partner parent educator and the FACE team. Ensure that each family participates in at least 75% of the meetings.
- Complete required annual screenings for each home-based child on the caseload within 90 days of enrollment.
- Complete required Life Skills Progression every 6 months for each participating adult and child.
- Follow up on concerns and delays indicated by screenings. Document all referrals and outcomes.
- Be knowledgeable about community resources and link families to appropriate resources and document.
- Help parents and children transition to FACE center-based, another preschool setting, PAT Foundational 2 (3 through Kindergarten), or to the School's kindergarten.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.