



KIN DAH ŁICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Drafted 06/29/2010

TITLE: FACE Parent Educator	EMPLOYMENT: 9 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: To provide personal visits (usually in the home) with primary care providers of children prenatal to five years of age, using the Parents as Teachers *Born to Learn* curriculum. Provide screenings, FACE Family Circle and resource networking. It is a multi-faceted, demanding position.

I. QUALIFICATIONS:

1. A.A. degree or 60 college credits from an accredited college.
2. Be able to travel to required trainings and professional development each year.
3. Hold a valid Arizona driver's license.
4. Be highly organized.
5. Be able to learn the PAT *Born to Learn* curriculum and convey that information to parents.
6. Be able to establish rapport with families and empower parents by building their strengths.
7. Be able to work well in a team.
8. Knowledge of Navajo and other Native American cultures.

II. DUTIES AND RESPONSIBILITIES:

1. Become knowledgeable in the PAT *Born to Learn* curriculum and provide personal visits using the different lesson plans in the curriculum.
2. Schedule and complete at least 12 personal visits each week.
3. Conduct personal visits (45-60 minutes) on a weekly or biweekly basis with each family.
4. Plan the visit, gather materials, travel, conduct the visit, and clearly document the visit.
5. Develop a comfortable and trusting relationship with each family so that the needs of each individual child are met.
6. Offer a monthly FACE Family Circle that focuses on child development, neuroscience or a parenting topic. Coordinate efforts with partner parent educator and the FACE team.
7. Complete required annual screenings for each home-based child on the caseload.
8. Follow up on concerns and delays indicated by screenings.
9. Be knowledgeable about community resources and link families to appropriate resources.
10. Help parents and children transition to FACE center-based, another preschool setting or to kindergarten.

III. SUPERVISION RECEIVED BY: Head Teacher, Principal

- IV. WORKING HOURS: In accordance with Board policies
- V. EVALUATION PROCEDURE: In accordance with Board policies

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi'i Olta', Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statues and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor