

Parent Educator / Family Support Worker
Preschool Expansion Program
Sample Job Description

Purpose: The parent educator will work collaboratively with families, education staff and community partners to ensure that the program meets the needs of the whole child and supports parents/guardians in addressing family needs and setting and achieving ambitious family goals.

Key activities:

Parent Engagement and Education

- Collaborate with teachers and instructional leaders to engage parents in the classroom and school/site, including meaningful volunteer opportunities. Ensure that the program maintains a welcoming environment for parents.
- Lead development and implementation of parent education opportunities, leveraging internal resources and community partners. Solicit parent input on parent education offerings.
- Implement and support activities to ensure a strong connection between home and school, including take-home learning activities.
- Engage parents in parent advisory committee and other leadership opportunities.

Eligibility and Recruitment

- Support program efforts to identify and recruit the most at-risk children in the community.
- Educate parents about the importance of early learning programs and support parents in completing the enrollment process.
- Identify and develop potential partnerships with community entities with access to priority populations.

Attendance

- Contact parents of absent students to determine reasons for absence.
- Review attendance on a regular basis to identify patterns of absenteeism.
- Determine supports needed to support regular attendance and connect parents to resources as appropriate. Educate parents about benefits and importance of regular attendance.

Comprehensive Services

- Monitor health and dental records to ensure that children receive regular screenings and follow-up for any treatment needs.
- Coordinate parent meetings and workshops to educate parents in the areas of child health, mental health and development.
- Assist parents in establishing a “medical home” and “dental home” for their children to ensure access to consistent health care.

- Collaborate with mental health consultant to facilitate evaluation of children with parent consent and referrals to mental health resources as needed.
- Coordinate and conduct home visits as needed to support home-school connection, address attendance concerns and provide other family supports.
- Provide supports to children with special needs, including empowering parents as advocates for their children.

Connection to Resources

- Assess family needs and identify parent/guardian goals for family. Work with families to develop a plan towards meeting needs and achieving goals.
- Refer families to resources to support their plan. Document referrals and progress towards goals and follow up with families regarding referrals on a regular basis.

Qualifications:

- Bachelor's degree in child development, early childhood education, social work or a related field required.
- Commitment to supporting at-risk families.
- Cultural and linguistic competency appropriate to service area.