



JOB DESCRIPTION
Parent Educator - Circle of Security

Purpose: The Parent Educator will work collaboratively with families, education staff and community partners to ensure that the Circle of Security program helps instill healthier parent-child relationships through positive discipline approaches and calming techniques. Educators will follow COS curriculum, provide personal instruction, demonstrate appropriate educational activities; and deliver research-based materials to parents regarding child development, parenting, and related issues.

Key Activities:

- Provide professional parent instruction and delivery of information to district families implementing the Circle of Security curriculum
- Dispersant of curriculum folders at first Circle of Security session
- Create an open and engaging environment for all participants and childcare providers
- Support and enhance the existing course material
- Solicit parent input
- Implement and support activities for parents, send home resources
- Support the value of education
- Support the philosophy and mission of Families First Learning Lab
- Comply with all policies, rules, and regulations
- Support (and mention) parent cafes, parent-child activities, private consultations, and other programs and services offered by Families First
- Help with administering meals prior to class session

Evaluation and Metrics:

- Parent Educators must be sure to incorporate FFL pre and post surveys on sessions to provide growth opportunities for future lessons
- Keep track of relevant or strong-minded comments that are made (“I loved this program because...”)
- Assist in reviewing and evaluating results of annual parent surveys and other evaluative measures
- Complete and submit all required program evaluation and financial info requested by program coordinator

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- for Circle of Security or other services by FFL

Attendance:

- Ensure all participants sign in to each session
- Determine supports needed to support regular attendance and connect parents to resources as appropriate
- Educate parents about benefits and importance of regular attendance

Connection to Resources:

- Maintain contact with other local COS trainers for adaptations/improvements to curriculum

Qualifications:

- Be a certified Circle of Security Trainer
- 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
- Active listening and speaking skills
- Ability to establish positive relationships with people from different cultural and ethnic backgrounds