



JOB DESCRIPTION
Parent Educator- Family Education Workshops

Purpose: The Parent Educator will work collaboratively with families, education staff and community partners to ensure that the programs will give caregivers the knowledge and skills required to raise emotionally, psychologically, and physically healthy children. Curriculum will be based on the following topic areas: effective communication, parent-child compassion, managing emotions, learning disabilities, bullying, social media, positive parenting, stress management for parents, transitioning between schools, and behavior and development. Educators will follow FFL curriculum, provide personal instruction, demonstrate appropriate educational activities, and deliver relevant and applicable tools to parents.

Key Activities:

- Provide professional parent instruction and delivery of information to families implementing the curriculum provided by Families First
- Support and enhance the existing course material
- Create a welcoming environment for all parents and childcare providers
- Solicit parent input
- Support activities to ensure a strong connection between families at home, including take-home learning activities
- Support the value of education
- Support the philosophy and mission of Families First Learning Lab
- Comply with all policies, rules, and regulations
- Be an ambassador for FFL programs
- Help administer the program meal to participants

Evaluation and Metrics:

- Parent Educators must be sure to incorporate FFL evaluations on workshops to provide growth opportunities for future lessons
- 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 Family Education Director

Attendance:

- Ensure all participants sign in to each workshop

Qualifications:

- Bachelor's degree in Psychology, Social Work, Counselor Education, Child Development, Early Childhood Education, or a related field required, Master's preferred
- Commitment to supporting at-risk families
- Cultural competency appropriate to service area
- Active listening and speaking skills
- Ability to establish positive relationships with people from different cultural and ethnic backgrounds