



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Early Childhood Parent Education Specialist** FLSA Status: **Non-Exempt**
 Job Family: **Program Specialist** Pay Range: **PS33H**
 Prepared/Revised Date: **August 1, 2023** Job Code: **40516**

SUMMARY: Responsible for oversight of the adult education programs, including the PBIS parenting class offered through the Early Childhood Program. Coordinates and facilitates the Parent and Child Together (PACT) sessions for children and families in the Early Head Start programs. Coordinate the Male Involvement Program with families and staff members. Promote and support overall parent involvement in the Early Childhood Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Maintain a record of all Parent and Child Together (PACT) events for Head Start annual report.	D	10%
2. Communicate effectively with building and project staff.	D	5%
3. Collaborate with community partners for partners to plan parent engagement events and opportunities.	D	2%
4. Attend work and arrive in a timely manner.	D	1%
5. Plan, prepare, facilitate and evaluate PACT (Parents and Children Together), in collaboration with the P-3 family mentors, for the Early Head Start (EHS) program following the EHS curriculum and performance standards.	W	15%
6. Plan program-wide PACTs with staff and community agencies. Prepare for, facilitate, and evaluate the PACTs, including male involvement.	W	15%
7. Plan, organize and promote parenting class. Co-teach the sessions. Track enrollments and attendance.	W	10%
8. Ensure a safe environment for all events, including a staff trained to respond to safety issues.	W	10%
9. Promote program events and recruitment for program vacancies through social media platforms, in-person outreach and recruitment and other activities. Maintain proper permissions and media releases for families to promote pictures on social media safely. Create advertising materials.	W	5%
10. Serve as a member of the Parent Engagement Committee and work on initiatives to bring family engagement activities to school and community sites.	W	3%
11. Support monthly policy council meetings by creating/sharing parent/child together activities for each meeting, as well as providing childcare to allow families to participate in parent governance.	M	10%
12. Recruit, hire, train and supervise childcare staff for parent meetings and classes. Review applications, interview, support staff files, timecards/payment, and schedule childcare workers.	M	5%
13. Encourage and support literacy development for the entire family to support program achievement goals.	M	3%



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14. Manage PCARD purchases as they relate to parenting class and events, allocate purchases to the correct budgets, and maintain spending within the parent education budget.	M	3%
15. Perform other duties as assigned.	Ongoing	3%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Early Childhood Education, education or related field required
- At least two years of family mentor or related field experience required
- Experience with pregnant women and families with children ages birth to five years required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license
- CPR and First Aid certifications

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to effectively communicate to staff, students, families and community members utilizing cross-cultural and language skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to collaboratively work with parents, support services, district personnel, community volunteers, and community agencies
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Ability to use student information system to track progress towards goals, complete referrals and submit information for the federal program information report (PIR).
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	