

Parent Educator

Department	Programs	FLSA Status	Non-Exempt
Reports To	Program Director	EEO Classification	Full Time
Pay Grade		Date Approved	4/1/2021

Position Summary

This position is responsible for teaching the AVANCE parent education curriculum, for coordinating all site specific services available to parents with the parent education component.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily.

Working Conditions

Location: AVANCE North Texas Chapter – Dallas, Texas Central office.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and fax machines.

ESSENTIAL FUNCTIONS

Job Functions

1. Assesses AVANCE participants and determines family level of need and priority for emergency assistance, or in- depth case management services.
2. Teaches the AVANCE Parent Education Curriculum as approved by the Program Manager.
3. Prepares class lectures, accompanying handouts; arranges for 3rd and 4th hour activities, coordinates field trips, and special events for parents and children according to the annual calendar.
4. Teaches adult education classes when necessary.
5. Maintains a complete file for each participant; attendance records and roll books for all classes, and any other records required by the funding sources and agency evaluation department.
6. Administers data collection instruments to parents as called for in the project evaluation design or in the agency's evaluation protocol.
7. Compiles and submits activity reports according to format and schedule requested by the evaluation department and as required by funding sources.
8. Leads the recruitment of program participants.
9. Makes referrals necessary to HOPE, and serves as an advocate for the parents as needed.
10. Serves as a liaison between the schools and parents.
11. Organizes and implements programmatic activities based only on program goals, objectives and strategies approved by the funding source or submitted as part of the contract.
12. Supervises, trains and evaluates program support staff, which includes the following:
 - a) Lead Teacher
 - b) Early Childcare Teacher
 - c) Toymaker Instructor
 - d) Home Visitor
 - e) Volunteers
 - f) Van Driver
13. Champions progress made by participants in the literacy component at applicable sites.
14. Coordinates special events and field trips for parents and children.
15. Purchases teaching supplies and equipment as authorized by the Program Manager.
16. Serves as a substitute teacher in the absence of Toymaker Instructor.
17. Responsible for clean and safe exterior and interior environment of parenting classroom.
18. Follows up with proper staff disciplinary actions with HR personnel and program manager as well as the policies and procedures when necessary.
19. Shared responsibility with Lead Teachers during ILA activities.
20. Serves as a substitute teacher in the absence of Lead Teacher during ILA activities.
21. Perform other duties as assigned.

QUALIFICATIONS

Education		Experience		Knowledge	
Required: Bachelor of Arts Degree in Education, Psychology or related field Bachelor of Arts Degree in Early Childhood Education, preferred. Must be able to speak, read, and write fluently in Spanish and English.		Required: 2 years of working with adults and children. 1 year in the classroom setting. 3 or more years of working in the classroom or in the school system 2 years teaching adult literacy.		Preferred: Knowledgeable of the public school system. Knowledgeable of community resources. Management and supervision skills. Good oral and written communication skills.	
Physical Requirements					
N (Not Applicable)		Activity is not applicable to this position.			
O (Occasionally)		Position requires this activity up to 33% of the time			
F (Frequently)		Position requires this activity from 33% - 66% of the time			
C (Constantly)		Position requires this activity more than 66% of the time			
Physical		Lift/Carry		Push/Pull	
Stand	C	Up to 25 lbs	C	Up to 25 lbs	C
Walk	C	25 lbs to 50 lbs	C	25 lbs to 50 lbs	C
Sit	C	50 lbs to 75 lbs	F	50 lbs to 75 lbs	F
Kneel/Squat	F	75 lbs or more	N	75 lbs or more	N
Grasp	F				
Climb Stairs	O				
Special Skills					
<ul style="list-style-type: none"> • Strong communication skills-both written and verbal. • Demonstrated ability to handle confidential information. • Team building and customer service-oriented person for all internal and external requests. 					

ADA/ADAAA Statement

AVANCE is committed to equal opportunity in employment for persons with disabilities and complies with the Americans with Disabilities Act of 1990 (ADA), as amended, and any other applicable state and federal laws. Accordingly, AVANCE does not discriminate against qualified individuals with disabilities in regard to application, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Moreover, it is AVANCE's policy to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of AVANCE's business or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking a reasonable accommodation is prohibited. Individuals with any questions or requests for accommodation should contact the Human Resources Department.

EEO/AAP Statement

AVANCE values diversity and is committed to providing equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, gender identity or expression, age, sexual orientation, genetic information, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. It is also our goal to employ and advance in employment women, minorities, individuals with disabilities and protected veterans, and to treat qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.

AVANCE has reviewed this job description to ensure that essential functions have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by management. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.



JOB DESCRIPTION

Name: _____
(Print)

Signature: _____

Date: _____