



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: Parent Educator – Head Start / Early Intervention  
JOB CODE: OO-017  
CLASSIFICATION: Non-Exempt  
PAY GRADE: Level 1 – Program Assistant  
BARGAINING UNIT: BTU-ESP  
REPORTS TO: Director or designee  
CONTRACT YEAR: 196 Day Calendar

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**POSITION GOAL:**

To assist in meeting the social service needs of Assist families with Early Childhood Education students, ~~identify and meet their social service needs~~ by providing targeted services, including encouraging parental involvement in their children's education, explaining programs and procedures, providing support in locating community resources, participating constructively in parental group meetings and performing other ~~assigned~~ related duties.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The Parent Educator – Head Start / Early Intervention shall carry out the performance responsibilities listed below.

- Visit ~~visit~~ students' homes to explain school programs, help parents/families to become full partners in their child's education, reinforce positive attitudes of parents and students towards school, and to learn of any home problems that may have a bearing on student accomplishments in school; report such problems to the appropriate program and/or school personnel.
- Assist ~~assist~~ in organizing, recruiting, and providing support to the Early Childhood Education classrooms, Policy Council, and ~~parent~~ committees that require parent involvement; and assist in coordinating activities that will encourage parent involvement in the school and community programs.
- Assist ~~assist~~ in the development of criteria used ~~to participate~~ in the screening process and determine appropriate program participants.
- Attend ~~attend~~ and participate in staff meetings, individual supervisory sessions, workshops, and parent group meetings.
- Compile, ~~compile~~ edit, and maintain information required for program reports and assist with the preparation of the reports, as requested.
- Conduct ~~conduct~~ all personal contacts with parents, students, school staff members and the general public in the appropriate manner to maintain positive relations and assist in meeting the social service needs of early childhood education students. ~~effect desired responses and positive relations to the programs' objectives.~~
- Become ~~become~~ knowledgeable of all public and private service agencies which could be utilized to serve the participating families and direct the families to these agencies, as needed.
- Provide feedback on ~~reflect~~ the attitudes, opinions, concerns of the program participants to appropriate individuals.
- Assist ~~assist~~ in monitoring attendance and recruitment. ~~in recruiting to maintain class enrollment.~~
- Confer, ~~confer~~ on a regular basis, with the assigned school Social Worker, to ensure that all federal and state program standards are met, and appropriate documentation is submitted, including Head Start Performance Standards, if applicable.
- Provide ~~provide~~ family literacy materials, resources, and activities to support emergent literacy in the home environment.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate~~ successfully in professional learning programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature, and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow federal and state ~~follow Federal and State~~ laws, including Head Start/Early Head Start Performance Standards, if applicable, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by Director or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
- ~~A minimum of two (2) four (4) years, within the last five (5) nine (9) years of experience, in the field related to the title of the position, voluntary or professional, involving extensive interaction with people of varying ethnic backgrounds.~~
- Valid certification in one of the following discipline(s): social work, human services, family services, counseling or related field. Certification must be obtained within the first eighteen (18) months of employment.

Or

- An earned associate or bachelor's degree from an accredited institution in social work, human services, family services, counseling or a related field. Note that candidates with associate and bachelor's degrees that are not in the specified field of study must obtain valid certification in one of the following discipline(s): social work, human services, family services, or counseling. Certification must be obtained within the first eighteen (18) months of employment.

And

- ~~Effective verbal and written communication skills, with experience working with individuals of varying level of academic proficiency.~~
- ~~Knowledge Job requires a basic knowledge of community resources and programs, how to access them.~~
- ~~Access to reliable Must provide own transportation, and be willing Able to work flexible hours.~~
- ~~Computer skills as are required for this position.~~

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- ~~An earned associate's degree or higher from an accredited institution.~~
- ~~Minimum of two (2) years, within the last seven (7) years of experiences, voluntary or professional, involving extensive interaction with people of varying ethnic backgrounds.~~
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

On a daily basis, the Parent Educator assists families with Early Childhood Education students to identify and meet their social service needs by providing targeted services and encourage parental involvement to meet the needs of the student population.

**PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently, and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment, shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

In accordance with School Board policy 4010, it is requested that the education, experience and skill qualifications outlined in the job description adopted by the School Board on XXXX XX, 2018, be waived for actively employed Parent Educators – Head Start/Early Intervention who held the position prior to November 7, 2016. In accordance with performance standards outlined by Head Start, employees hired or transferring into the Parent Educator – Head Start/Early Intervention position on or after November 7, 2016 must meet the minimum requirements outlined in the job description.

- Board Approved: 8/7/90
- Board Adopted: 9/18/90
- Board Adopted: 12/16/03
- Board Adopted: 8/17/04
- Revised: 3/24/09
- Board Approved: 5/7/13
- Board Adopted: 6/11/13
- Revised: