

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Parent Educator (0-3)

Supervisor: Building Administrator

FLSA Status: Exempt **Employee Group:** Certified

Qualifications:

1. Valid Illinois Professional Educator License with Early Childhood Endorsement

Terms of Employment:

- Nine (9) month contract
- Employed by Early Childhood Prevention Initiative Grant
- Position renewable based upon annual renewal of grant

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Provide services for families through use of parenting model implemented through the Early Childhood Block Grant (i.e. BabyTALK, Parent as Teacher, etc.).
2. Collaborate with community resources to actively recruit at-risk families with children aged birth to three.
3. Plan and facilitate family activity opportunities, workshops and training sessions.
4. Serve as a liaison between the at-risk families and grant program and community agencies.
5. Design and implement Parent/Child evening literacy and math activities.
6. Write and facilitate Individual Family Service Plans addressing family needs in accordance with grant requirements.
7. Maintain developmental monitoring records in accordance with grant requirements.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The Mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.