HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Parent Educator (3-5)

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 Block Grant
- Positional 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. Assist with District's screening program in conjunction with the Early Childhood Block Grant.
3. Facilitate programming for parent/child activities, Parenting classes, workshops or groups based on needs assessments.
4. Plan and coordinate screenings for children.
5. Accompany teachers on home visits and provide child development and growth activity suggestions for home use.
6. Provide information for parents in regards to their questions and concerns.
7. Design and implement Parent/Child evening literacy and math activities.
8. Plan and provide monthly literacy lessons in the Early Childhood classrooms.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. 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.