



POSITION TITLE: PARENT EDUCATION COORDINATOR

DEPARTMENT: Connections 4 Kids

SUPERVISOR'S TITLE: C4K Executive Director

RELATIONSHIPS: Family & Community Relations

PURPOSE OF POSITION: To provide parent education and support, in the educational and programmatic activities that promote families in our community. Parent Coordinator provides education to parents and learning opportunities for parents and referrals to community-based services for families; expands opportunities for continued learning, develops community collaborations; promotes sharing of power with parents as decision-makers; helps parents understand the educational system so they can become better advocates for their children's education; maintains parent resource center (where applicable).

ESSENTIAL JOB FUNCTIONS: To teach or facilitate the organization and implementation of workshops, seminars and ongoing parent education classes to all parents in our community needing assistance and guidance for the health of their families. Promoting and advocating for parent education within Moffat County. Produces event calendars and brochures as needed for the center. Establishing and maintaining resources to be made available to parents.

REQUIRED SKILLS: Exceptional verbal, written, interpersonal and customer service skills required. Demonstrate organizational, problem solving and negotiation skills. Capable of working with a diverse population, expressing global empathy and is able to adapt to unique situations. Must have knowledge of technology (Power Point, Excel, Word, use of computer).

EDUCATION/WORK EXPERIENCE High School diploma required with additional educational preparation strongly preferred. Early Education background would also be preferred. Experience in teaching a class or program and any experience which provides the required knowledge, skills and abilities to perform the essentials functions of the job.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides information to staff and board through formal presentations.
2. Promotes the availability of the Parent Education Center to parents and families, teachers and school district as well as medical facilities. The job requires Membership on designated committees with the purpose of providing information regarding the Parent Education Center.
3. Works collaboratively with local agencies to promote, fund and support the agenda of the Parent Education Center. Assists, when requested, with the design, implementation and evaluation of services, programs or systems that enhance services to families.
4. Serves as on-site resource for families and children.
5. Respects and protects the confidentiality of family members at all times and in all circumstances.
6. Participate in improving organizational performance through recommending areas or approaches for improvement activities, performing new procedures, collecting data and providing input to board discussions.
7. Participate in establishing job requirements and goals; perform duties at the desired level of competency.
8. Ensure that work areas are organized and present a safe, accessible, effective and efficient environment for families.
9. Ensures that documentation and data collection is maintained and is easily accessible.
10. Researches new and innovative ways to reach parents in the community.
11. Participates in outreach activities and programs.
12. Establishes and maintains relationships with other community members that deal with families and children.
13. Represents the Early Childhood Council in a positive and professional manner.
14. Perform other duties as assigned.

COMPLIANCE: Keeps excellent records of all parent involvement activities, reports, surveys, funding, annual program evaluations, and communications to parents; ensures compliance of the school or district's parent involvement program with all state and federal guidelines.

SKILLS IN:

1. Preparing clear and concise reports, correspondence and other written materials.
2. Analyzing and resolving client situations and problems.
3. Researching, compiling and summarizing a variety of informational and statistical data and materials.
4. Organizing work, setting priorities, meeting critical deadlines with minimal supervision.
5. Use of office machines such as computer, printer, scanner, projector, etc. will be required.

MENTAL AND PHYSICAL ABILITIES:

Ability to:

1. Understand and carry out written and oral instructions.
2. Establish and maintain effective working relationships with others including other organizations.
3. Remain calm in stressful situations.
4. Draft and type correspondence.
5. Deal with problems involving several variables in nonstandard situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; move around the office or work area; use hands to finger, handle or feel objects, reach with hands and arms; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

WORKING CONDITIONS:

Work is performed in a normal office and classroom environment for the most part. There may be exceptions.

Some travel may be expected.

Working time may require irregular hours.

Hours would be 32-40 depending on agreement between the two parties.

Compensation range: \$20.00 - \$24.00 per hour depending on experience.

Please request an application from betsy@connections4kids.org. Application and resume should be submitted to betsy@connections4kids.org

If you have questions, please contact Betsy at (970)291-8508. Thank you