

AVANCE, INC. PARENT EDUCATOR

REPORTS TO: Program Coordinator

EMPLOYEE STATUS: Exempt, F/T

STAFF UNDER SUPERVISION: 0-3

LOCATION: El Paso

BASIC PURPOSE: This position is responsible for teaching the AVANCE parent education curriculum, developing other curricula as necessary, and implementing all services to parents.

JOB RESPONSIBILITIES

1. Studies, makes handouts for, and teaches the AVANCE Parent Education Curriculum intended for parents with young children.
2. Prepares materials for and teaches toymaking component of parenting classes.
3. Invites and arranges for 3rd hour community resource speakers.
4. Facilitates parent-child literacy activities with team staff.
5. Makes home visits as necessary.
6. Assesses special needs of participants, provides information and informal counseling, and makes appropriate referrals to social service agencies.
7. Develops supplementary lesson plans and class activities for parents with older children and teaches other AVANCE parenting curricula.
8. Develops yearly syllabus and organizes after-hours activities and special events with supervisor.
9. Team-leads recruitment of participants.
10. Maintains inventory of supplies and makes purchase requests to supervisor.
11. Plans and administers participant pre- and post-test activities and intake and exit forms and surveys with parents.
12. Maintains participant files and documentation including sign-in sheets, attendance records, monitoring and evaluation form, and collects any other data required for evaluation purposes.
13. Prepares accurate and timely reports on services provided to parents.
14. Solicits donations, fundraising, and volunteerism as necessary.
15. Represents program to school personnel and others as requested.
16. Attends staff meetings, trainings, and special events.
17. Performs other duties as requested by supervisor or Executive Director.

WORK EXPERIENCE

Required: 2 years of teaching or social services experience working with children and/or adults

Preferred: 3 years experience

EDUCATION

Required: Bachelor's degree in education, social work, or related field.

Preferred: Bachelor's degree in elementary education or early childhood education.

SPECIAL SKILLS

Sensitivity to and commitment to working with hard-to-reach families, knowledge of community resources, organizing, planning, networking, supervising, team building, grantwriting, data management, public speaking, and excellent written and oral communication skills in English and Spanish.

Experience teaching literacy (ESL/GED) to adults an additional plus.

Must have reliable, personal transportation.