

AVANCE New Mexico. PARENT EDUCATOR

REPORTS TO: Regional Director

EMPLOYEE STATUS: Exempt, F/T

STAFF UNDER SUPERVISION: 0-8

LOCATION: New Mexico

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. Directs and coordinates assigned team along with Regional Director.
2. Hires and supervises assigned team to include: Lead Child Teacher, Assistant Child Teacher and AmeriCorp members.
3. Plans the implementation of the program and organizes staff roles and activities by leading staff meetings and utilizing staff ideas.
4. Builds effective relationships/partnerships and agreements with schools, social service agencies and secures sites.
5. Communicates effectively with School Principals and Parent Outreach Ambassadors (POA) at assigned sites.
6. Studies, prepares handouts for participants, and teaches the AVANCE Parent Education Curriculum intended for parents with young children.
7. Prepares materials along with Child Development staff and teaches toy-making component of parenting classes.
8. Invites and arranges for 3rd hour community resource speakers.
9. Participates in and arranges for training of all staff along with Staff Development Trainer.
10. Facilitates parent-child literacy activities with team staff.
11. Makes home visits as necessary.
12. Assesses special needs of participants, provides information and informal counseling, and makes appropriate referrals to social service agencies.
13. Develops supplementary lesson plans and class activities for parents with older children and teaches other AVANCE parenting curricula.
14. Develops yearly syllabus and organizes after-hours activities and special events with Support & Development Assistant Director.
15. Responsible for recruitment and retention of participants.
16. Maintains inventory of supplies and makes purchase requests to Support & Development Assistant Director.
17. Plans and administers participant pre-and post-test activities, intakes and executes exit forms and surveys with participants.
18. Maintains participant files and documentation including sign-in sheets, attendance records, monitoring and evaluation form, and collects any other data required for evaluation purposes.
19. Prepares accurate and timely reports on services provided to parents.
20. Represents program to school personnel and others as requested.
21. Attends staff meetings, trainings, and special events.
22. Solicits in-kind support and donations, and coordinates volunteers
23. Plans and executes Graduation Ceremonies at all assigned sites.
24. Performs other duties as requested by Regional 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, grant writing, 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.

6/17/2010