



Minnetonka Public School District

Employment Application

Positions will remain posted until filled regardless of the closing date.

2019 ECFE Parent Educator, 15-30 hours/week

JobID: 4943

Position Type:

Community Education-Licensed Positions/Early Childhood (ECFE)-Parent Educator

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Date Posted:

12/6/2018

Location:

Minnetonka Community Education Center (MCEC)

Date Available:

1/7/19

Closing Date:

Until Filled

Assignment Details:

The position is for a parent educator working 15-30 hours per week.
The position will work Monday, Wednesday, Friday and Saturday mornings.

License/Certification Required:

Parent Educator Required
Dual licensure in Parent Education and Early Childhood Education preferred.
Current pediatric First Aid and CPR certification required.

Essential Job Duties and Responsibilities:

1. Develops lesson plans and instructional materials with developmentally appropriate information for each class age group.
2. Establishes and maintains high standards of group dynamics to achieve an effective learning atmosphere.
3. Evaluates meaningfulness of presented materials to the group, keeps appropriate records in a timely fashion, and prepares progress reports or surveys as needed.
4. Assists in identifying children's needs and makes appropriate referrals as needed.
5. Maintains a professional day, as defined by building/and contract.
6. Communicates regularly with parents outside normal classroom day by means of newsletters, phone calls, e-mails, etc.
7. Works in a supportive and collaborative manner with colleagues and supervisors.
8. Maintains and improves professional skills by participating in building and department meetings, formal coursework, workshops, and seminars in an effort to stay current with best teaching practices.
9. Participates in a professional learning community on a regular basis.
10. Integration of technology into instruction.
11. Ability to lift a minimum of 35 pounds.
12. Performs other duties of a similar nature or level.

Specific Responsibilities:

1. Collaborative work in a fast-paced environment interacting with students, staff, administrators, parents, and the community with multiple requests and concerns.
2. Support and communicate with other administrators and staff.
3. Respond in emergency situations.
4. Know, interpret, and follow school District policies.
5. May plan and coordinate the work of paraprofessionals and volunteers in the classroom and on field trips.
6. May provide input to the goal-setting process for paraprofessionals.

Knowledge and Skills:

1. Demonstrated ability to apply appropriate skills in performing daily routines.
2. Demonstrated ability to operate a computer, software and necessary classroom technology.
3. Ability to develop effective and positive working relationships with students, staff, administrators, parents, and the community.
4. Maintain professional composure while dealing with a variety of personalities and situations.
5. Show initiative and function as a self-starter.
6. Effectively communicate and have interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Hiring Administrators:

Tim Alexander, Executive Director of Human Resources
Tim Litfin, Director of Community Education
Sally Belgum-Blad, ECFE Coordinator

Application Procedure:

Please upload a letter of interest, resume, 3 letters of professional recommendation, transcripts and Minnesota Teacher license information with your online application.

Current Employees, please fill out the Internal Application form found on the district website under "District" then "Departments-Human Resources" click "Submit an Internal Application/Transfer Form" found on the right side of the page. Current employees **do not** need to attach letters of recommendation or transcripts.

FMLA regulations require all employers to post the [updated FMLA notice](#).