



# Columbia Heights Public Schools

## Employment Application

Openings as of 9/4/2020

### *Early Childhood Family Education (ECFE) Parent Educator*

**JobID: 3480**

**Position Type:**

Community Education

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**Date Posted:**

8/28/2020

**Location:**

Community Education

**Date Available:**

ASAP

**Closing Date:**

Until Filled

### **Early Childhood Family Education (ECFE) Teacher / Parent Educator Posting # 3480**

Position is .99 FTE (benefit eligible).

Position begins as soon as possible.

Internal Posting Dates: August 28, 2020 - August 31, 2020

The internal posting period was waived and shortened, interested applicants may still apply as external.

External Posting Dates: August 31, 2020 - until filled

Duties of this position will include early childhood family education, EC screening, and home visits/community outreach.

Questions regarding this position should be directed to Tiffany Grams Farkas, Early Childhood Manager, [gramst@colheights.k12.mn.us](mailto:gramst@colheights.k12.mn.us), 763-528-4518

Interested applicants should apply online at [www.colheights.k12.mn.us](http://www.colheights.k12.mn.us)

Interviews will be scheduled at the request of the School District.

#### **Major Responsibilities**

Performs intermediate professional work guiding parents and future students to the successful preparation for kindergarten through practice, role playing, educational exercises and special projects; performing home visits to evaluate learning environment, and related work as apparent or assigned. Work is performed under the limited supervision of the Early Childhood Coordinator.

#### **Qualifications**

- o Minnesota Education Degree (License) in parent/family teaching.

- Experience working in a multi cultural setting and with diverse groups of people preferred.
- Alternatives to the qualifications as the Superintendent may find appropriate and acceptable will also be considered.
- Valid driver's license in the State of Minnesota.

### **Education and Experience**

Bachelor's degree in education, early childhood education, parent education, or related field and minimal experience working in family studies, early childhood, elementary or secondary education, or equivalent combination of education and experience.

### **Essential Functions**

- Creates curriculum learning plans to fit with families with children aged birth to five (5) years of age; plans parent education classes based on the needs of the participants and community members.
- Facilitates parent education groups and discussions; provides information, skills and assistance to parents to help them prepare their children for kindergarten.
- Conducts educational environment home visits.
- Provides support, assistance, and referrals to families concerning individual needs, issues or concerns; consults with other district professionals and community agencies to form goals and consistent application of learning methods.
- Provides relevant, effective and research based information.
- Assists with supporting parents in their role.
- Helps to improve the quality of interaction between parent and child.
- Plans and facilitates learn-through-play sessions for parents and their children; sets up appropriate play and learning experiences and activities; role models positive adult-child interactions; assists parents with providing discipline and parenting skills.
- Plans and participates in special events; assists with set up and clean up of events; helps plan and lead activities with families.
- Keeps record of parent attendance; orders parent education materials; helps with report writing; organizes files and records.

### **Knowledge, Skills and Abilities**

Thorough knowledge of district and education principles, practices, policies and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of community education rules, regulations and procedures; thorough skill preparing or processing child interaction programs and supplies; thorough skill operating standard office computer equipment and applicable hardware and software; some skill maintaining accurate records both paper and electronically; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to effectively communicate with staff, students, parents and other district stakeholders both orally and in writing; ability to establish and maintain working relationships with associates, parents, students and community members.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location

(e.g. library, private offices).

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

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