

Lake City Community Education

ECFE Parent Educator

The Lake City Public School District's Community Education Program is seeking applicants for a .3FTE Licensed ECCE Parent Educator.

Position Summary:

The individual will work with the ECCE Coordinator and teacher to set up weekday, evening and possible weekend classes. The parent educator will conduct the Parent Exit interview at Early Childhood Health and Development Screenings once a month during the school year. Salary is per the district's master contract ECCE Teacher Salary Schedule.

Job Description

1. Create a welcoming environment for parents and children
2. Plan and implement developmentally appropriate early childhood and parent/child curriculum based on the needs and interests of the families
3. Work with ECCE Coordinator to develop classes, brochures, website updates, etc.
4. Attend all classes, including nights and Saturday mornings.
5. As a team, teachers and teacher assistants, work together to clean up and set up for next class.
6. Work cooperatively with the ECCE Coordinator, teacher assistants and other school personnel.
7. Along with the ECCE Coordinator, give direction to teacher assistants Plan and implement a Parent Education curriculum.
8. Along with the ECCE Coordinator, help maintain inventory of supplies and equipment.
9. Communicate concerns and ideas to Community Education Director.
10. Attend ECCE Advisory Council Meetings.
11. Attend ECCE conferences/workshops.
12. Conduct ECCE state report with EC Coordinator
13. Other duties as assigned by Community Education Director.

Qualifications:

- Dual licensure in Early Childhood & Parent Education is strong preferred
- Minimum of two years experience working with infants, toddlers and/or preschool age students and their parents preferred.
- Excellent communication skills. Written, oral and interpersonal
- Ability to work collaboratively and maintain positive relationships with students, parents, school and Community Education staff

Licensure:

BA or BS Degree and current Minnesota teaching license in: Parent Education, Family Education/Early Childhood, Early Childhood Family Educator, or School Social Worker

Tentative Schedule: Tuesday Evenings, Wednesday, Friday.3 FTE Teacher Contract September - May

Position reports to: Community Education Director

Application Process: Apply online at <https://www.applitrack.com/sscschools> Job 1420

Questions: Amanda Kvasnicka, Community Education Director, Lake City Public Schools adurand@lake-city.k12.mn.us or 651-345-7006