

FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER

Posting Dates: September 24-30, 2009

Reposting Dates: November 5-18, 2009

TITLE: Parent Educator, Even Start

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: Bachelor's Degree; Family Life, Early Childhood and/or Social Work with substitute permit required.

Bachelor's Degree; Elementary Ed. or Early Childhood with Teaching Certificate preferred.

Skills: Ability to work positively and effectively with parents and young children in their home.
Ability to provide appropriate parent/child interaction activities to young families.
Ability to work collaboratively with outside agencies to meet the needs of Even Start families.
Knowledge of child development and techniques for teaching children.
Knowledge of effective parenting skills and life management skills.
Willingness to work flexible hours.

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Building Coordinator

TITLE: Parent Educator, Even Start

TERMS OF EMPLOYMENT: Grade 6, Parent Educator hourly rate schedule, 221 Days; 40 Hours/Week; Beginning Rate \$14.13/hour. (Position dependent on grant funding.)

ESSENTIAL FUNCTIONS continued:

Manages assigned caseload and conducts home visits with Even Start families as required.

Provides in-home instructional activities for parents and children.

Completes necessary documentation; maintains records as needed.

Participates in required training and meetings as needed.

Collaborates extensively with other agencies for recruitment, delivery of services and follow-up.

Networks with other staff to link home-based instruction with center-based instruction.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties and responsibilities may be assigned.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually in accordance with provisions of the Board's policy for Technical Salary Schedule personnel.

H:Job Opportunities/Technical/03-2005

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the: Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St., Flint, Michigan 48503-1974 • (810) 760-1124.

**Translation services are available upon request, please call 760-6770
760 - 6770 خدمات ترجمة متوفرة تحت الطلب, الرجاء أن تتصلوا على رقم الهاتف
Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.