



<b>Position Title:</b> Parent Education Facilitator	<b>Reports To:</b> Flagstaff Coordinator
<b>Status:</b> Non-Exempt	<b>Program:</b> Growing Up Great

**General Summary:**

Facilitate parent education training session to parents in Northern Arizona to increase their knowledge and skills about child development and parenting young children to help them succeed in school and life.

**Essential Duties/Responsibilities:**

1. Ability to successfully complete Growing Great Kids Curriculum facilitator training
2. Implement the Growing Great Kids curriculum during parent education sessions.
3. Recruit parents to attend parent education series.
4. Coordinate community locations to hold parent education sessions.
5. Plan, coordinate, and request needed supplies for parent education sessions.
6. Motivate and support parents to learn parenting skills.
7. Observe parent interactions with children and provide supportive feedback.
8. Refer parents to community resources.
9. Complete program reporting including: sign in sheets, registration forms, note observations, discussion, and recommendations related to parent education sessions.
10. Complete end of the month reporting including data collection and summary of services.
11. Represent ASCC positively in the community.
12. Operate office supplies and equipment.
13. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
14. Flexibility to work evenings and weekends as needed.
15. Ability to lift up to 25 pounds.
16. Complete computer and telephone work accurately and in a timely manner.
17. The ability to work cooperatively with other staff members and the community.
18. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.
19. Attend all staff and agency mandatory meetings.
20. Other duties as assigned by the ASCC Flagstaff Coordinator, Program Manager, and/or Executive Director.

**Minimum Qualification:**

1. Bachelor's degree in early childhood education, psychology or a related field.
2. Two years' experience in the early childhood or family services field.
3. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements.
4. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the "major ticket" category, as defined by the ASCC insurance company (list available upon request) may be on your 39-month driving record.
5. Ability to obtain (within 90 days of employment) and maintain CPR and First Aid certification.
6. Obtain (within 90 days of employment) and maintain a fingerprint clearance card.
7. Ability to travel throughout the state, have a current and valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
8. Flexibility to work evenings and weekends as needed.
9. Ability to lift up to 25 pounds.

**Knowledge and Skills:**

1. Demonstrate and implement a thorough knowledge of child development, developmentally appropriate practices, positive guidance and discipline, child-centered approaches, health and safety.
2. Stay current with new early childhood information and research.
3. A thorough understanding of the needs of young children and families.
4. Knowledge of community resources.
5. Organizational skills and ability to work independently.
6. Linguistically and culturally representative of the community.
7. Knowledge and use of computer technology.
8. The ability to communicate professionally and effectively both verbally and in writing.
9. The ability to work independently and as team member.
10. Maintain professional appearance in accordance with agency policy.
11. Demonstrate passion and commitment to the agency's mission in early childhood.
12. Ensure the professional appearance of the office environment is maintained.
13. Physical Requirements:
  - Ability to stoop, bend, and squat to child's eye level for appropriate periods of time.
  - Ability to stand for approximately three hours at a time, including being outdoors for extended periods of time.
  - Ability to sit for periods of time on the floor.
  - Ability to get up and down from the floor without assistance.
  - Ability to run after a child if necessary.
  - Ability to climb and descend a flight of stairs.

**NOTE:** The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_