

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

CHILD CARE PROVIDER / PARENT EDUCATOR, EVEN START PROGRAM

QUALIFICATIONS:

- (1) Child Development Associate (CDA) Certification.
- (2) First Aid/CPR Certification.
- (3) Children and Families (HRS) 10/20 Hour Child Development Course.
- (4) Awareness of Children and Families (HRS) guidelines and regulations regarding child care.
- (5) Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and Children and Families (HRS) rules and regulations for day cares. Ability to plan, develop, and implement developmentally appropriate activities. Ability to work with children, parents, teachers, and educational leaders. Ability to assess children, provide parent education, and develop family support plans. Ability to maintain up-to-date records on the families. Organized and flexible with the ability to function and perform the job with minimum supervision.

REPORTS TO:

Community Education Coordinator and Family Literacy Specialist

JOB GOAL

To provide quality on-site child care services, assess children and provide parent training in positive child-nurturing activities.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide quality care to all Even Start children and provide for their welfare and safety.
- * (2) Cooperate and communicate with the Family Literacy Specialist and Lead Teacher.
- * (3) To provide quality care to all Even Start children.
- * (4) Coordinates the implementation of child care services with the Lead Teacher (Even Start Program.)
- * (5) Communicate effectively with parents.
- * (6) Provide CPR/First Aid as needed.

13.00

CHILD CARE PROVIDER PARENT EDUCATOR, EVEN START PROGRAM (Continued)

- * (7) Conduct home visits of eligible parents of children, birth to age seven.
- * (8) Assess eligible children and provide parent training in positive child nurturing activities.
- * (9) Develop family support plan.
- * (10) Attend and assist with planning and conducting family group meetings.
- (11) Serve as a resource person in providing materials and services to eligible parents and their children.
- (12) Provide a positive link between the program's parents and the school.
- (13) Participate in training opportunities.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.
(187)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8