



SILVERTON TOGETHER

Position Title: Parent Educator
Reports to: Brenda Sturdevant, Manager

POSITION SUMMARY: (Deadline for application is February 17, 2010)

Position goal: To assess needs within our community and to develop, augment, coordinate and help to promote parenting classes and support services to address the identified needs within the community.

In addition, the Parent Educator understands and supports the following Silverton Together mission statement:

'To strengthen and support the health and well being of all our children, families and community'.

All teaching positions will be fully trained by Silverton Together and other specialists as required.

ESSENTIAL REQUIREMENTS:

To perform this job successfully an individual must be able to execute the following requirements satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. A knowledge and first hand experience with teaching families and children.
2. A willingness to adjust to grant requirements.
3. Knowledge of community resources, services, activities, and facilities.
4. Knowledge of cultural diversity and cross-cultural communication.
5. Knowledge of principles and practices of organization and coordination of school and community programs.
6. Ability to keep confidentiality.
7. Ability to recognize, listen and respond to sensitive situations with clients and staff.
8. Ability to use independent judgment with interpretation of information gathered.
9. Ability to work with, and to communicate effectively (both orally and in writing) with parents, children, staff and management.
10. Ability to work harmoniously with diverse groups of people, schools and agencies.
11. Ability to work successfully in a team setting with professionals, peers and volunteers.
12. Ability to collect required data, records, and money in a timely manner.
13. Ability to read, understand and follow oral and written instructions.
14. Maintain regular attendance and perform the physical and mental requirements of the job.
15. To maintain integrity as you are a representative of Silverton Together and our community.
16. The ability to be self motivated and organized.
17. To turn in all required reports in a timely manner as directed by the manager.

SPECIAL REQUIREMENTS ACCOUNTABILITIES:

1. Parent Educator will be able to work flexible hours, including some evening and weekend hours.
2. Teacher will collect tuition fees and have rosters signed. These will be turned in at the end of each week to Silverton Together.
3. Goals and outcomes for each corresponding grant will be given and followed for each class taught. Teacher will be given surveys and evaluations to distribute at the end of each session. These will need to be given to the parents and turned into Silverton Together before being paid.
4. To adhere to the building requirements from where you classroom will be taught. Including and not excluding cleaning up afterwards, turning off lights and locking all doors.
5. Payroll is by-weekly. Time cards will be filled out and turned in every other Friday morning.
6. Any in-kind information is to be tracked and accounted for with each time card.
7. Evaluations for performance will be done on a yearly basis with the Silverton Together Manager, starting with the month of hire.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Maintain professional appearance and mannerisms appropriate to the position.
2. Carry out work responsibilities effectively under pressure of interruptions and time restraints.
3. Adhere to policies and procedures of Silverton Together.