

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	4	2	

JOB TITLE	CONTRACT REFERENCE
ECFE Parent Educator: Licensed Teacher	Fridley Education Association

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
ECFE Coordinator and Director of Community Education	March 2012

JOB SUMMARY Teach parenting components of ECFE classes, assist with Early Childhood Screening, and conduct home visits with families with children aged birth to 5 years old.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> Develop, teach, facilitate and evaluate Early Childhood Family Education parent education classes for families with children birth through 5 years. 	90%	C4/B2
2.	<ul style="list-style-type: none"> Plan, schedule and perform home visits to families with children birth to 5 years. Visits include identified at-risk families-Welcome Baby visits. 	2%	B2
3.	<ul style="list-style-type: none"> Coordinate services with other agencies as necessary. 	1%	C4
4.	<ul style="list-style-type: none"> Participate in Early Childhood Screening as developmental screener five to nine days/year or as needed. 	2%	B2
5.	<ul style="list-style-type: none"> Develop, teach, facilitate and evaluate Teen Parent classes. 	3%	C4/B2
6.	<ul style="list-style-type: none"> Participate in team meetings and staff development activities as directed. 	2%	N/B
7.	<ul style="list-style-type: none"> Other responsibilities or room assignments as directed by the ECFE Coordinator. 		N/B

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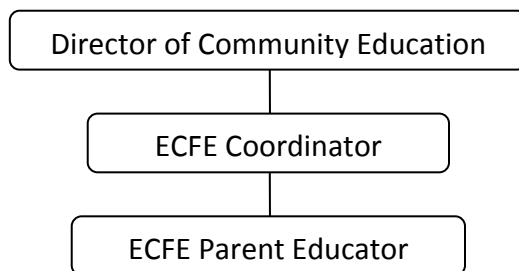
CONTRACT REFERENCE

Fridley Education Association

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QUALIFICATIONS (Specific training or job experience required before appointment)

1. Bachelors Degree
 2. ECFE Parent Educator License
 3. 2 years experience teaching ECFE/Parent Education
 4. Minnesota ECFE Parent Educator Licensure
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.