



Job Description

Position Title: Parent Educator

Reports to: Director of Student and Family Support Program **FLSA Status:** Non-Exempt
Pay Range: \$49,500 – \$55,000 commensurate with experience **Contributor Level:** Individual

General Purpose:

The Parent Educator is responsible for leading the planning, implementation and assessment of Florence Crittenton's prenatal and parenting programming and provides support through classes, group, and case management. The Parent Educator works closely with the high school's homebound instructor to help new parents navigate their maternity leave and stay connected to the campus. The Parent Educator reports to the Director of Student and Family Support (SFSP).

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Develops, plans, and implements the program for prenatal and parenting education.
- Creates lessons aligned with Denver Public School's Standards for Understanding Parenting and Teen Parenting.
- Facilitates Understanding Parenting and Teen Parenting lessons in accordance with the high school's best teaching practices.
- Utilizes Infinite Campus and Schoology to maintain Denver Public Schools grading and attendance policies.
- Attends Parent-Teacher Conferences twice yearly, communicates learning progress and strengths.
- Establishes relationships with parenting education and support providers in the community and collaborates with partners to increase access to resources for teen parents.
- Creates and manages supplemental resource materials related to parent education.
- Manages parenting referrals from Family Advocates and Early Childhood Educators to support parents and provide interventions.
- Makes home visits to support Maternity Leave Students and other students on caseload for reengagement.
- Facilitates a weekly group session for parents to share, learn, and discuss topics related to parenting.
- Supports the Family Engagement Manager in planning and attending monthly Family Engagements.
- Collects, inputs, and reports on data as required to assess program fidelity and outcomes.
- Performs other duties as required and necessary to ensure the success of Florence Crittenton Services.

Supervisory duties:

- None.

Knowledge, skills and abilities:

- Ability to consistently promote, support, work, and act in a manner in support of Florence Crittenton Services' vision, mission, and values.
- Knowledge of pre-natal, child and adolescent development.
- Knowledge of issues and resources related to teen pregnancy and parenting.
- Ability to design and deliver educational programs effectively, using appropriate teaching methods and techniques.
- Proficient knowledge in Microsoft Office and Google Workspace
- Accurately input data into data systems, verifying accuracy and completeness, and ensuring data security and confidentiality.
- Ability to multi-task, manage details and take initiative.
- Strong organizational and prioritization skills.
- Ability to make decisions and solve problems using sound, inclusive reasoning and judgment.
- Strong oral and written communication skills.
- Engage in Cross-Functional Collaboration with the Early Childhood Center and the High School
- Ability to drive a 12-passenger van and transport teen mothers and their children as needed.

Education:

- Bachelors degree in Family Studies, Child Development, Psychology or related area is required.

Experience:

- Five or more years of classroom-based experience with parenting and/or child development education is required.
- Five or more years of counseling, case management and/or social work experience are preferred, preferably with young adults experiencing significant life challenges.
- Experience working in a classroom setting with an at-risk population is preferred.
- Experience working with culturally diverse populations is preferred.
- An equivalent combination of education and experience may be substituted on a year for year basis.

Additional Requirements/Licenses/Certifications:

- Colorado Department of Education Teaching License is required.
- Must have reliable transportation.
- Must have a valid driver's license.

- Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment. Must be able to pass Colorado Central Registry and CBI criminal record checks and must have no prior convictions for child abuse, misdemeanors, or felonies.

Working environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an indoor environment.
- Work may involve additional hours during the evenings or on the weekends.
- Occasional travel to offsite appointments or meetings may be necessary.

Physical Activities:

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.

- Prolonged periods of sitting or standing at a desk and working on a computer.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Moderate physical effort may be required by moving and positioning objects up to 50 pounds occasionally and/or 25 pounds frequently.

Compensation

- Hiring Range is \$49,500 – \$55,500 commensurate with experience.

Benefits

- A generous benefits package includes a combination of paid time off (PTO) and paid sick leave, 12 paid holidays, scheduled school breaks (fall, winter, and spring), health, dental, and vision insurance with up to 85% employer paid premiums, a 401(k) Retirement plan, employer paid Life, AD&D, STD, and LTD insurance, and Employee Assistance Plan.

To Apply:

- Email cover letter and resume to Human Resources at HR@flocritco.org.

Florence Crittenton Services is an Equal Opportunity Employer and does not discriminate against any person in any condition of employment based on race, color, creed, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status or veteran status.