

I, _____, certify that I have read and understand the Qualifications and Functions of this Position Description.

Signature

Date

Position Description
Choanoke Area Development Association, Inc.

Position	Parents as Teachers Educator	Date:	February 2022
Overtime Status	Exempt	Grade:	3
Salary Range			
Site Location	Hertford County		
Department	Community Services		
Reports to	CADA Community Services Center Manager		

Qualifications:

Four-year degree in Early Childhood Education, Child Development or related field or the equivalent in education and experience. Ability to communicate with all socio-economic groups. Experience in providing training.

Basic Functions:

To provide parenting, child development, self-esteem. Motivational training for parents of at-risk children 0 – 5 years of age, in-group, and individual session.

Specific Functions:

1. Market program to the community.
2. Recruit and enroll parents/guardians/grandparents in program.
3. Schedule individual and group training sessions.
4. Provide on going Parent and Self-Sufficiency training for participants.
5. Develop resource list for parents (free materials, materials that can be borrowed).
6. Facilitate developmental assessment for child.
7. Network with other agencies.
8. Arrange/provide childcare when applicable for training sessions.
9. Document and compile required reports.
10. Maintain records.
11. Evaluate program's effectiveness.
12. Coordinate programs activities.