**Parent Education Consortium Facilitator/Curriculum & Training**
ISU Linn County Extension, Cedar Rapids, Iowa

Reports to: PEC Director, _____________________________
Classification: Direct Program Staff/Extension Educator Level 1 or 2
Date: July 1, 2015

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**Job Summary**

**Curriculum & Training**
Coordinates and assists with the development and delivery of parent education curriculum and employee training of the PEC facilitation and childcare staff. The PEC Facilitator (Curriculum & Training) will work closely with and at the direction of the PEC Director and the PEC Advisory Team. The PEC Facilitator (Curriculum & Training) will be employed and supervised by ISU Linn County Extension.

**Facilitation**
Parent Education facilitators are responsible for planning and teaching “Parenting Young Children” classes and other parent education classes for the PEC, as assigned. The PEC provides caregivers and parents support, information and resources to support children’s early learning and healthy development.

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**Qualifications**
1. Bachelor’s Degree required in early childhood education, child development, nursing, social work, family support or other field related to parent education.
2. Training or one year of experience in working with parents of children ages birth to under six.
3. Successful experience in group facilitation with adults.
4. Have a commitment to and passion for working with families.
5. Experience in working collaboratively with people from a variety of economic, educational, cultural and family backgrounds.
6. Knowledge of local community resources for families and young children is preferred.
7. Able to work independently, problem-solve as well as multi-task and prioritize multiple demands on her/his time and attention.
8. Have current CPR/Infant CPR and First Aid certification (highly recommended).
9. Must pass criminal background checks and comply with all policies of the “Linn County Personnel Handbook” as well as the ISU Extension employee policies.
10. Must hold a valid driver’s license.
11. U.S. citizen or lawful permanent resident alien.

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**Essential Functions**

**Curriculum & Training**
1. Models, implements, and assesses strategies related to learning, social, emotional and behavioral needs to enhance educational programming for all learners.
2. Integrates research in the design of best practices of parent education.

Updated 7.8.15
3. Consults with the PEC Director, early childhood educators and community partners regarding best practices for educational programs.
4. Assist with training of PEC Assistant to Facilitator and Childcare Lead and all other Childcare staff.
5. Maintain communication with all PEC staff with updates regarding lesson development and implementation.
6. Assist with the maintenance and tracking of loaned curriculum, restock hanging file totes and handouts, yearly maintain and review collection of DVD/teaching curriculum/books/handouts.
7. Locate and purchase materials for facilitator lessons.
8. Create, assemble and restock parent/child activity kits. Train facilitators and childcare staff as needed on lesson delivery.
9. Provide specific program lesson information to the Coordination & Outreach Facilitator to include in: class brochures, announcement posters, and other promotional items for each class location.
10. Assist with ordering curriculum and training materials for PEC Facilitators.
11. Assist in submitting bills or other financial claims to the fiscal agent.
12. Assist in gathering data for any or all PEC reports, or as requested by PEC Director.
13. Assist with clerical duties as necessary.
14. Develop and maintain professional resources for PEC Facilitators.
15. Assist with the set up and clean-up of meetings, in-services and other PEC sponsored activities.

**Facilitation**

1. Mandatory attendance of annual orientation session including, but not limited to: Office Specific, PEC Organization, Facilitation, ISU Extension & Outreach, PEC Program Specifics, and Supervision.
2. New hires must shadow and/or co-facilitate with a veteran PEC parent group facilitator, when available.
3. Maintain and respond to communication requests from the PEC Director and PEC Coordinator.
4. Participate in Facilitator Evaluation: including site visit by PEC Director, lesson/resource submittal to PEC Director, and completion of PEC Facilitator Evaluation Checklist.
5. Planning for and guiding intentional *parent and caregiver* learning for each session including:
   a. Preparing, presenting, and demonstrating research-based materials and information on relevant and timely parent/caregiver education topics.
   b. Gathering teaching supplies (handouts, resources, activities, etc.)
   c. Setting up and cleaning up the facilitator teaching space prior to and after each group session.
   d. Planning developmentally and culturally-appropriate, parent education materials and information.
   e. Creating a safe, trusting, collaborative learning community by welcoming and orienting new participants to the group.

Updated 7.8.15
f. Recommending, coaching, and modeling for parents/caregivers in play activities and in interactions with the children.
g. Modeling and guiding children to share and interact with one another.
h. Responding to – and following up to – parent/caregiver questions and requests for assistance and information.
i. Creating intentional opportunities for parents/caregivers to build supportive relationships among themselves.
j. Providing opportunities for parents/caregivers to develop leadership within the group.
k. Responding to emergencies that arise during the group.
l. Soliciting and responding to parents/caregiver input about the group.
m. Promoting client participation including: requesting parents/caregivers to participate in evaluation and data collection.
n. Completing administrative and record-keeping tasks and other job responsibilities, including tracking the attendance of participants, providing information (i.e., attendance reports, client contact information updates, etc.) and requesting and ordering supplies and materials for class facilitation.

Additional Responsibilities
1. Participates in projects, committees or activities to support the mission, goals and priorities of ISU Extension and PEC.
2. Demonstrates self-discipline and initiative to produce high-quality, organized and dependable results.
3. Conveys a positive and professional image to staff and public.
4. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPAA, etc).
5. Pursues professional growth opportunities and relationships to keep current with and influence educational directions.
6. Assists in the development of long and short-range PEC project goals, priorities and needs.
7. Develops and maintains information for the website of the PEC and PEC accreditation files.
8. Performs such other duties as may be assigned.
9. Hours vary between daytime, evenings and weekend work as requested.

Knowledge, Skills and Abilities
1. Ability and willingness to be flexible and respond to the changing needs of clients at PEC.
2. Ability to communicate and network effectively and maintain positive working relationships in the community.
3. Ability to function effectively as a team member and work collaboratively with others and independently as appropriate. Self-starter.
4. Ability to integrate knowledge, research and expertise into appropriate practices for local contexts, in a service style that facilitates positive change and continuous improvement.
5. Ability to prioritize, organize and coordinate multiple activities.
6. Ability to use and integrate technology appropriately in daily work which includes, but is not limited to, efficient operation of telephone and voice mail systems and application of basic computer skills to effectively use e-mail, internet and word processing.
7. Effective presentation and group facilitation skills.
9. Strong organizational skills with particular attention given to detail.

**Physical Requirements**
1. Ability to travel between schools/sites served and outside of service area.
2. Normal, routine levels of activity related to bending, carrying, climbing, hearing, lifting, reaching, sitting, standing, vision and walking, and may also involve above-average levels of activity at times that can’t always be anticipated.

**Terms of Employment**
This position is grant funded from July 1, 2015 to June 30, 2016. Continued employment is dependent on grant funding for the upcoming year. This is a .5 FTE salaried position. Benefits include (% of employment): IPERS.
Mileage on the job is reimbursed.
$17.50/hour for 20 hours/week
(1.0 FTE = $36,400/.50 FTE = $18,200)

*Part-time employees who are employed 25 hours or more per week have the option to join the policy which covers Linn County Employees and is administered by Wellmark. Linn County Agricultural District will pay the proportions of the premium equivalent to employment status. Employees have the option of choosing single or family coverage in either plan, but they will be responsible for the entire premium for these extended options. Group health insurance is effective on the first day of the month following employment. Part-time employees who are employed 25 hours or more per week will be eligible for vacation with pay and sick leave in alignment with section 5 of the Linn County Personnel Handbook.*