



EARLY CHILDHOOD PARENT EDUCATOR

Office of Early Childhood
Department of Education & Workforce Development

Reports To: Early Childhood Education Manager
Salary/Hourly Range: 26
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Created: 12/28/2016

INTRODUCTION

This position is responsible for planning and coordinating parent training, events, activities, conferences, and transportation of families of children with disabilities, developmental delays, and/or those at risk for developmental disabilities. The incumbent performs duties of average difficulty and complexity requiring knowledge and skill in logistics of coordinating and planning diverse training, workshops and conferences and must be familiar with local, state and federal resources.

KEY DUTIES AND RESPONSIBILITIES

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Recruits families of children with disabilities, developmental delays, and/or those at risk for developmental disabilities to attend meetings, training, workshops, conferences and disability related events and or activities.
2. Assists in monitoring families including case management by entering family information and contacts as needed into the case file using the data software system.
3. Plans and coordinates logistics for training, workshops and/or conferences to enhance parent's awareness and understanding of disability related issues including but not limited to epilepsy, congenital birth conditions, respiratory disorders, speech-language impairments, visual impairments, multiple disabilities, developmental delays, cleft-lip palate, orthopedic, and or other health impairments; including various local, state, and federal laws regarding the rights of parents and children with disabilities.
4. Responsible for developing resources for parents of children with disabilities regarding their child's specific type of disability, developmental delay and/or those at risk for developmental disabilities; includes researching information on the internet and collaborating with various local, state, and federal agencies or programs.
5. Assists program in child find activities and referral in collaboration with the Arizona Department of Health Services, Arizona Early Intervention Program (AzZIP), Hopi Health Care Center, Tuba City Regional Health Care Center, local school districts, Hopi Child Care Center, Hopi Head Start Program, Women's Infant and Children's Program, Hopi Social Services, Behavioral Health Services, Child Protective Services, Family Assistance, Substance Abuse Programs, and other local state and federal programs to assist the Early Intervention Coordinator in outreach and coordination of services, including parent training.
6. Coordinates, attends and participates in community educational presentations to various local programs and villages, including coordinating meetings of the Hopi Parent to Parent support group for Special Needs.
7. Attends and represents the Head Start and Child Care Programs at Parent Committee and Policy Council meeting(s) and/or other meetings to report on area of responsibility, coordinate work efforts, or provide assistance, as needed.
8. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
9. Prepares and submits required monthly narrative and progress reports to the supervisor and/or funding agency, when necessary; establishes and maintains an effective and efficient record management system for program correspondence, reports, etc.
10. Performs other duties as assigned or authorized to achieve department/program goals and objectives.

PERSONAL CONTACTS

Contacts are with employees within/outside the immediate work area, supervisor, parents, grandparents, guardians, agencies related to the incumbent's area such as health services, school districts, personnel of related service providers and the general public. The purpose of these contacts is to exchange factual information, coordinate service and work efforts, provide assistance, and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS

Work is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS

1. Required Education, Training and Experience:

Education: Two year's post high school, emphasis in Early Childhood Development, Special Education, Human Services or related field;

AND

Experience: Two (2) year's work experience in a pre-school or elementary setting working with children who require special education or related services;

OR

Any equivalent combination of Education, Training and Experience, which demonstrates the abilities to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of the Privacy Act, Freedom of Information Act and Due Process;
- Knowledge of Early Intervention principles, practices, regulations and health, medical and socio-economic aspects of children with developmental disabilities and developmental delays;
- Knowledge of the Individual with Disabilities Act (IDEA);
- Knowledge of specialized resources available for children with special needs at the local, state, and federal levels;
- Knowledge of the socio-economic environment, history, culture and traditions of the Hopi people;
- Knowledge of laws that protect the rights of children with special needs and their families.

Skills:

- Excellent verbal and written communication skills to prepare correspondence, reports and conduct individual/group presentations;
- Excellent case management skills including referral, assessment, eligibility, the individualized Family Service Plan (IFSP) and the Individualized Educational Plan (IEP);
- Excellent human and public relations skills;
- Good skill in operating basic office machines/equipment, computers and applicable software.

Abilities:

- Ability to identify, assess, evaluate and coordinate early intervention services for children and their families;
- Ability to work with parent groups, organizations and agencies;
- Ability to maintain strict confidentiality of client records and program files;
- Ability to establish and maintain positive effective working relationship with others;
- Ability to maintain strict confidentiality;
- Ability to establish and maintain professional working relationships with families and other professionals.

NECESSARY SPECIAL REQUIREMENTS

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening with includes fingerprint and background investigation in accordance with the Hopi Tribal policy.
3. Possess or obtain a food handler's card and maintain certification.
4. Possess or obtain a First-Aid and CPR certification and maintain certification.
5. Must be able to pass mandatory and random drug & alcohol screening.
6. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol screening.
7. Must complete and maintain annual immunization and physical wellness exams.
8. Knowledge of screening and referral services for children with special needs.
9. Knowledge of special needs laws and requirements.
10. Must not have any felony convictions.
11. Must not have been convicted of misdemeanors at the local, state, or federal level within the past twelve (12) months of application.

DESIRED REQUIREMENTS

1. Bachelor's Degree in Special Education or Early Childhood Education.
2. Speak and understand the Hopi and/or Tewa Language.