



FAMILY EDUCATOR 1

Department: Multiple
Job Class #: 153800
Pay Range: General 01

FLSA: Non Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is support work of a routine and procedural nature performed in a variety of ways primarily in a classroom setting. An employee in this classification is responsible to provide assistance in organizing and implementing activities for pre-kindergarten children; assigning tasks to volunteers; and keeping in close contact with each child's family.

SERIES CONCEPT: The Family Educator 1 is the first level of a four level series. The Family Educator 1 is distinguished from the Family Educator 2 by the level autonomy, decision making and the responsibility to assist to the Family Educator 2 in providing services directly to clients.

ESSENTIAL FUNCTIONS:

- Assist Educator in supervision and promotion of activities designed to enhance the healthy emotional, social, intellectual, and physical development of children enrolled.
- Assist the Educator in the daily educational procedures within the classroom including music, meals, group projects, free-time, outside activities, etc.
- Interact positively with all children to support their individual learning and meet their emotional needs.
- Supervise all children's activities to ensure safety at all times.
- Work with Educator to prepare and organize the classroom and classroom materials.
- Perform daily, light classroom cleaning to maintain a neat and organized classroom.
- Assist in maintaining an orderly and developmentally appropriate environment.
- Administer standardized screening and assessments on children as directed.
- Prepare and serve snacks and meals; participate in and facilities mealtime service and joins children at the table for support and conversation.
- Assist with record keeping tasks.
- Participate in planning with Educators and other staff members.
- Observe, record, and report on the behavior and activities of individual children as assigned.
- Assume responsibility of Educator in his/her short-term absence on occasion.
- Compile information and materials as required.
- Complete work daily as written on work schedule, including classroom maintenance.
- Attend and participate in required training annually.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Family Educator 1 works in a preschool classroom environment and/or in the field on a regular basis. The classroom environment contains approximately 18 actively playing preschool age children, toys, blocks and puzzles. Noise levels may vary depending on activity. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Incumbents are exposed to various living situations and lifestyles. Work is generally completed on a regularly scheduled basis however, daily work hours will vary. Completion of job duties outside of normal scheduled hours is required. Work is subject to frequent interruptions and noise levels are varied based on the work locations.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Repetitive bending, stretching, stooping, kneeling, squatting, walking, sitting (including sitting in child size chair), pushing/pulling and lifting up to 50 pounds unassisted is required. Maneuvering around a classroom with approximately 18 children in active play including toys, blocks, and puzzles on the floor. May be required to travel to various work sites throughout the region; public transportation may not be available to all locations required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Developmentally appropriate practices for preschool children
- Community resources in the social service field.

Skill in:

- Communicating with preschool age children, their family and community members.
- Effective organization and time management

Ability to:

- To exercise tact, discretion and confidentiality
- Work effectively with preschool children and their parent/guardian
- Implement program activities under the direction of lead teacher
- Support family involvement in the preschool program
- Establish and maintain accurate and legible records.
- Perform basic clerical tasks.
- Requisition and stock teaching materials and supplies
- Supervise students in the classroom, on the play ground and field trips.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

One year of successful, relevant work experience in a preschool or child care setting and a current Child Development Associate (CDA) credential awarded by the Council for Early Childhood Professional Recognition or 12 college quarter credits in early childhood education. College credit must be earned from an accredited institution of higher education.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. A Pediatric First Aide/CPR card and Food Handler's permit must be obtained within 90 day of hire. TB skin test or for those individuals with a positive skin test a statement from a doctor or chest x-ray must be furnished upon hire. A criminal history check including fingerprints is required prior to hire.