



# Jersey Community Unit School District No. 100

100 Lincoln Ave., Jerseyville, IL 62052

618-498-5561

## Job Description

<b>Position:</b>	<b>Birth-To-Three Parent Educator</b>
<b>School Year:</b>	<b>2023-24</b>

### Job Summary

The Birth-to-Three Parent Educator works within the Early Childhood Block Grant providing services for the Birth-to-Three program. The parent educator will work to develop and improve early childhood education programs, work directly with parents and families, encourage parental involvement, and provide age-appropriate educational opportunities. The person in this position functions as a member of the district early childhood team.

### Duties

- Facilitates Parents As Teachers home visits implementing curriculum and assessment
- Maintains accurate records and documentation
- Plans and facilitates family events and activities
- Assists with recruitment of children and families
- Assists with Student Information System data tracking input
- Utilizes time both before and after school to provide for the family components of the program
- Assists with Child Find & pre kindergarten screenings
- Facilitates parenting skills classes and/or provides childcare for daytime and evening activities
- Possesses basic computer skills required for data entry for attendance, milk/lunch program, parenting activities, assessments, and other academic or programmatic data collection
- Provides instructional services under the supervision of certified teacher, including lesson planning, providing small group and individualized instruction, as well as preparing for classroom sessions
- Provides support and services for assisting with basic needs of students, including toileting needs
- Maintains anecdotal notes and gathers assessment information daily
- Organizes communication notes to and from parents daily
- Monitors and supports medical concerns and needs of students, and responds to emergencies
- Works with parents and families in cooperation with the teacher providing parenting skills development by planning activities, providing childcare for after-school activities, participating in home visiting as assigned, planning and implementing student programs, and record keeping
- Works with teachers and therapists to learn instructional/educational strategies
- Adheres to school policies and procedures
- Completes any other essential duties that may be assigned

### Minimum Qualifications

Must hold a Bachelor's Degree.

## Disclaimer

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

## Coaching Opportunities

There may be coaching opportunities for the selected candidate.

## Application Procedures

Candidates are invited to apply by submitting the following information digitally to **Lisa Schuenke, Director of Finance and Human Resources**, at [lisa.schuenke@jersey100.org](mailto:lisa.schuenke@jersey100.org):

### Internal Candidate

- Formal letter of interest

### External Candidate

- Formal letter of interest
- Resume
- Three letters of reference
- [Employment Application](#) (Not applicable for long-term subs)

***(Educators / Coaches - Include all items below that apply)***

- Proof of Licensure in the State of Illinois as an educator (teachers, paraprofessionals)
- Unofficial transcripts (Educators Only)  
*(Applicant should have official transcripts sent from the institution when requested by District)*
- ASEP Certification (Coaches Only)

**Jersey Community District No. 100 offers a competitive salary and benefits package, including many professional development opportunities and an instructional climate that is second to none. An FBI fingerprint/background check will be required of all candidates who are hired.**

*Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, and all professional organization that have entered into agreements with Jersey Community Unit School District No. 100 are hereby notified that our school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities. Inquiries or concerns regarding the application of this notice may be referred to our School District's Compliance Coordinator for civil rights laws. Any person who is unable to resolve a problem or grievance arising under Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and other federal laws and regulations may contact the Office for Civil Rights. Any person having questions regarding the above is directed to contact Jersey Community Unit School District No. 100, Non-discrimination Liaisons, Mr. Cory Breden or Mrs. Lisa Schuenke at 100 Lincoln Ave., Jerseyville, IL 62052, or call 618-498-5561.*