

FAMILY EDUCATOR - EVEN START Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a.) Graduation from a regionally accredited or New York State registered four year college or university with Bachelors degree in a field related to human services, early childhood education, elementary, secondary or adult education **AND** two years of experience working in an early childhood education, family literacy education, or parenting education program; **OR**

(b.) Graduation from a regionally accredited two year college or university with an Associates degree in a field related to human services, early childhood education, elementary, secondary or adult education **AND** four years of experience working in an early childhood education, family literacy education, or parenting education program; **OR**

(C) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

ADDITIONAL REQUIREMENT: The candidate is required to possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for providing Even Start Family Literacy Partnership programs in early childhood and family literacy both in the home and center based. The incumbent serves as liaison between identified Even Start families and the school and community. Working with classroom aides, the work is performed under the general supervision of the Even Start Project Manager and the Supervisor of Adult Education. Supervision will be exercised over the work of all appropriate support staff as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES

- Recruits families according to Even Start criteria through referrals from schools and community;
- Meets with each family, conducts formal assessments, develops lesson plans, and delivers research based instruction in all areas of family literacy;
- Implements programs based on research in early childhood, family literacy, parenting, and adult literacy in accordance with NYS Learning Standards and meets requirements of the Even Start Family Literacy legislation.
- Disseminates information relating to human service agencies to Even Start families, makes referrals, performs advocacy and provides follow up;
- Organizes regular group activities for all members of participating families on self-help and related topics;
- Participates in appropriate school support meetings as they relate to the Even Start community network;
- Coordinates adult, parenting and early childhood education programs with home and center based activities for a comprehensive family literacy program;
- Participates in required staff development activities;
- Prepares data for reporting and completes progress reports as required by the Even Start Family Literacy Partnership in a timely manner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Working knowledge of NYS Learning Standards and the four components of family literacy (early childhood education, parenting education, adult education, and parent/child educational activities);
- Working knowledge of the community and school system in the Even Start region;
- Strong interpersonal skills;
- Strong verbal and written communication skills, Computer literacy;
- Ability to work with families in creating a supportive educational environment;
- Ability to interpret program eligibility, goals to identified families;
- Ability to establish and maintain cooperative relationships with families, agencies and the general public;
- Physical condition commensurate with demands of the position.