



OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care
Tribal TANF, Career Education

2574 Diaz Lane • P.O. Box 847 • Bishop, CA 93514 • (760)873-5107

POSITION TITLE: Parent Educator/Parent and Child Activity Instructor
CLASSIFICATION: Non-Exempt
DEPARTMENT: Family Literacy
SUPERVISOR: Family Literacy Coordinator
PAY RATE: \$19.00 to \$30.95 per hour

Position Summary:

Under general supervision of the Family Literacy Coordinator, provides parent workshops. Incorporates family literacy based activities and local Native American customs, beliefs and language into workshops and activities. Conducts, organizes and evaluates activities for appropriate parent needs. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Develops curriculum and activities; implements weekly Parent Time workshops to families based on the monthly Parenting Education Topic.
- Assesses parent skills upon entry and exit of the program through evaluations.
- Instructs basic adult education, parenting skills, literacy skills other subjects based on the needs of the parents and students enrolled in the program.
- Evaluates and analyzes parents' needs and abilities to ensure effective implementation of teaching methods.
- Uses a variety of instructional techniques based on the curriculum and parents' abilities.
- Develops instructional lesson plans and organizes class time to provide a balanced program of instruction, demonstration, and working time.
- Develops and maintains strong, collaborative relationships with other educational agencies in the service area.
- Motivates parents in learning.
- Maintains accurate, appropriate, and confidential records regarding parents' attendance, progress, and other pertinent information.
- Collaborates with other adult educational programs to assist students in meeting their goals.
- Writes and closes internal activity plans.
- Plans, organizes, and leads cultural workshops.
- Completes purchases for classroom supplies, materials, and snacks within the policy guidelines.
- Ensures accurate case notes and progress of students are entered timely into the computer system.
- Maintains regular contact with families to inform about upcoming events.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

- Maintains confidentiality of all privileged information.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Education or related field; minimum of three (3) years offering Parenting Education classes or workshops; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position. California Multiple Teaching Credential is desirable. Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Requires the ability to work a modified schedule dependent based upon the services provided and the business needs of the assigned department, with little or no notice. Must obtain and maintain Food Handlers Certificate. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the principles and practices of adult education.
- Knowledge of the Native American language, community, history, and culture.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program design, assessment and evaluation procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students.
- Ability to develop and complete instructional activities and lessons.
- Ability to maintain a creative environment for learning by providing appropriate classroom organization and structure.
- Ability to motivate students to perform to their fullest potential.
- Ability to be sensitive to the feelings and needs of adult and student educational requirements and respect adult students.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVDCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.