

Child Care Resource & Referral is seeking to fill an immediate position for a full-time ***Preschool for All Parent Educator***. The parent educator will work collaboratively with families, education staff and community partners supporting parents/guardians of children enrolled in the Preschool for All and Preschool for All Expansion programs. Responsible for providing parents information, support and encouragement on optimal child development. This is done by providing education in the form of group meetings, screenings and linkages to resources for parents and children.

Duties and Responsibilities:

- Develop and implement written parent involvement plans.
- Develop, design, and lead parent activities and trainings through parent meetings at each of the programs and through regular contact with families at the centers.
- Engage parents in participating and leading the parent advisory committee meetings and encourage families to participate in other leadership opportunities.
- Assess family needs and identify parent/guardian goals for family.
- Maintain family involvement records to document parent engagement.
- Connect parents to comprehensive services and resources through community collaborations and partnership agreements that are determined based on families’ needs.
- Organize and implement the Parent and Child Literacy Program at each of the programs.
- Maintain child care center parent libraries, newsletter, and other written material for parents and families.
- Collaborate with teachers to engage parents in the classroom to offer meaningful volunteer opportunities for families and ensure that the program maintains a welcoming environment for parents.
- Assist with screenings and parent interviews during the enrollment process to learn about families’ strengths and weaknesses.
- Attend and participate in CCR&R and ISBE services, training, and other agency or other job related conferences.
- Support program efforts to identify and recruit the most at-risk children in the community.
- Perform other duties that apply

Requirements:

- Bachelor’s Degree in Child Development, Early Childhood Education, Family Services, or Social Work, is required or a minimum of 18 credit hours in Early Childhood Education or Child Development.
- At least one (1) year of experience in the child care field working directly with parents or in a child care setting with children 3-5 years old.
- Must have the ability to meet the general Illinois Licensing Standards for Child Care requirements.
- Must possess strong oral/written communication skills and be comfortable speaking to large and small groups of people.
- Demonstrate ability to work cooperatively with individuals from various educational, socioeconomic, and cultural backgrounds.
- Must be Spanish Speaking.
- Be able to travel locally and attend occasional evening and/or weekend meetings and/or participate in out-of-office agency programs, meetings and events.
- Must have a valid driver’s license, proof of insurance and a reliable transportation to complete all work related travel assignments.
- May be required to carry, lift, or move equipment, material, or supplies weighing up to 40lbs.