



Parent Educator and Director

The position works alongside the parents involved in the program as well as with the staff. The Director is responsible for establishing and managing the Parent Partnership Program and each location. The director will work directly with LaAmistad parent liaisons at each location to ensure proper communication between the parents and the staff and the school. The Parent Liaison plays an integral role in parent involvement and empowerment.

Responsibilities

- ❖ Management of the Parent Partnership Program to ensure seamless communication between parents and LaAmistad staff & to ensure parents are participating and aware of all responsibilities and possibilities.
- ❖ Management of the Parent Liaisons.
- ❖ Supports the staff with all communication to and from the parents in English and Spanish.
- ❖ Coaches parents on effective parent strategies and helps them navigate the school systems as well as community resources.
- ❖ Effectively responds to parent inquiries, questions and comments.
- ❖ Prepares and distribute program documentation and details.
- ❖ Maintains records from each location on parent program.
- ❖ Provides assistance and consultation for parents and staff members as needed.

Job Duties:

Management of the Parent Partnership Program to ensure seamless communication between parents and LaAmistad staff. LaAmistad also provides after school programs that serve the Latino parent and community to help support the educational and academic performance of each child. Parent education, communication, and involvement are very important factors in the success of the child. LaAmistad seeks to help the family as “whole” as this approach offers the best chance of success for the child.

To further that mission, the Parent Educator and Director manages the Parent Partnership program. The position is responsible for designing and enhancing workshops and curriculum for the parents, teaching selected courses and overseeing communications to ensure the participation of parents, children and school officials and to ensure the success of the program. LaAmistad runs 9 after school programs in the Atlanta area (a combination of elementary, middle and high-schools). As to each of these sites, there are on-site LaAmistad staff that communicate with parents, sign up parents for the workshops, and apply a holistic approach to the after school child programs. The Parent Educator and Director coordinates and supervises the activities of the Parent Liaisons. The Parent Educator and Director identifies needs, designs and rolls out educational plans, and facilitates continuous communication and engagement of the parents, child and school. Each of the 9 afterschool locations are usually staffed by at least two individuals. One individual runs the after-care program while the other serves as the Parent Liaison. The Parent Liaisons are individuals employed by LaAmistad, on site, at the 9 afterschool locations. Depending on enrollment and participation levels, one parent liaison may perform that activity for one or more locations. They serve as the link between the programs for children, adults, and the school. The Parent Educator and Director Manager will coordinate and supervise the activities of the 4 to 9 on-site Parent Liaisons to further the objectives of the program and educational development and integration of the family unit. The parent liaisons come from different backgrounds and educational levels, they are fully bilingual Spanish/English and will report to the Parent Educator and Director.

Prepare materials and equipment for after school instructional activities. Lead group activities that are age appropriate in an atmosphere where students are actively engaged in meaningful learning experiences enhancing the social, physical, and academic Assist students with homework assignments and provide tutoring services as needed. Maintain a daily attendance log. Be prepared to implement the lesson plans and activities. Interact with the children at all times; when students are present, attention must be focused on them. Responsible for making sure that all needed materials are ordered and available. Oversee homework time, snack time, and planned activities. Set up activities and materials before each day's program. Check to make sure that homework is done and help children keep track of their belongings. Communicate with school day staff to make sure program is meeting the academic needs of children. Support children in their emotional and physical growth.

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Special Requirements

Fluency in Spanish and English (writing, listening, and speaking) Enthusiasm for mission-driven work Ability to coach people through issues. Ability to work collaboratively and independently. Ability to multi-task and meet multiple deadlines Ability to cultivate meaningful partnerships while setting clear expectations Strong organizational skills along with a sense for detail and follow up. Solution-orientated and ability to problem-solve Strong written and oral communication skills Excellence in communicating with diverse audiences Hard working and kind.

Job Requirements:

Education: Bachelor Degree in Education or related
24 months teacher experience

Accountability

This person is hired by Executive Director and reports directly to the Executive Director who is responsible for his or her performance evaluations.

For consideration, please e-mail cover letter, resume and three references to Cat DaCosta McAfee, Executive Director, at cmcafee@laamistadinc.org. No phone calls please. Subject Line should state **Parent Educator and Director**.