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## BOARD AGENDA ITEM

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   x  

Item: Add a Play and Learn Parent Educator for Bright Beginnings

Submitted by: Ashley Karsten

Date:   7/30/2024  

Recommended by: Ron Gorman



Board Meeting Date:   8/19/2024  

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### RECOMMENDATION:

It is recommended that the Kent ISD Board approve the additional position of a Play and Learn Parent Educator from expanded Ready by Five millage funding. The position will be .9 FTE and will work with the existing Bright Beginnings team to offer additional playgroups around Kent County in the evening, Saturdays, and various weekdays.

### BACKGROUND:

Currently our Ready by Five Play and Learn Parent Educator offers 20 playgroups a month using the Parents as Teachers model of play and learning, socialization, parent education, and community collaboration. We have been awarded additional funds from First Steps Kent through the Ready by Five millage to provide more playgroups around the county, throughout the week, and specifically for working parents to attend from 5-6:30 pm and on Saturday's.

## POSITION DESCRIPTION

**Title:** PLAY AND LEARN PLAYGROUP PARENT EDUCATOR

**Classification:** Classified

**Reports To and Evaluated By:** Supervisor – Bright Beginnings Early Childhood Program

**Terms of Employment:** .9 FTE – 180 days a year (position subject to all rules and regulations covering classified personnel.)

**Positions Supervised:** None

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Plans, organizes, and facilitates playgroups in different school districts throughout Kent County as part of the Kent ISD Bright Beginnings Early childhood program. All playgroups will implement the Parents As Teachers model in partnership with community programs.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Implements the Parents as Teachers program with a group of parents and children in a Kent County by primarily facilitating playgroups using a coaching model for children/parents, assisting in screening opportunities, and providing referrals to local school districts, Kent ISD programs, preschool programs and other community agencies/organizations that provide services for children prenatal to five years of age and their families.
2. Recruits parents and families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the county-wide community resource network.
3. Develops and facilitates 4 playgroups a month in the evening, one on a Saturday, five additional groups throughout the month during the day, and other support as needed by the lead play and learn Parent Educator.
4. Empowers parents, guardians, and children using the PAT model that typically has developmentally appropriate free play centers, story time, songs, parent education, snack, and other activities.
5. Maintains all reports including daily log of activities and the collection of information from participants for program needs assessment. Must be self-motivated and can work on

your own daily.

6. Attends and participates in monthly staff meetings as well as various community meetings.
7. Conducts virtual groups if gatherings are a public health concern.
8. Participates in the initial intensive training program for Parent Educators and all regular staff development and in-service trainings.
9. Provides marketing support via Stakeholder/Department newsletter, production and design of flyers, represent department in booths at community events, and maintaining marketing materials for fairs.
10. Accepts additional tasks and responsibilities as assigned by the Administration.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's degree in Child Development, Education, Social Work, Family Studies or related field preferred.
2. Three (3) years of successful experience in education, parent involvement or early childhood development programs preferred.
3. Must be ready to have fun, engage families, love playing and have high energy.
4. Skills in building meaningful, constructive relationships with families in a coaching model required. Must be an individual with an interest in and experience and knowledge with young children and their development.
5. Embraces an environment that celebrates, respects, and values diversity, where teaching and learning are made relevant and meaningful to families of various cultures. A second language such as Spanish or Kinyarwanda is a plus as well as experience working with diverse cultures.
6. Ability to effectively use Google Suites, Microsoft Office, Word and Excel. Strong technology skills are needed for video and phone conferencing.
7. Demonstrate ability to effectively communicate verbally and in writing and to work cooperatively with local school district and community agency staff.
8. Must be a self-directed, non-judgmental individual with a professional manner.
9. Complete accurate and timely data entry and collection details into complex data management system.

10. Requires extensive travel with your vehicle driving around Kent County, evenings, one Saturday a month, and ability to work flexible hours. Mileage reimbursement provided.

*The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*

*It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education. The Coordinator for Title IX, Section 504, the Age Discrimination Act and Title II is: Coni Sullivan, Esq., Assistant Superintendent for Human Resources and Legal Services.*