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To: Harlem School District Board of Education  
Dr. Terrell Yarbough, Superintendent  
FROM: Michelle Erb, Ed.D., Assistant Superintendent for Curriculum and Instruction  
RE: Addition of .5 (0-3) Parent Educator Position/ .5 Parent Educator Procedural Coach  
DATE: July 12, 2021

As our Preschool For All Program has increased, so has our Preventative Initiative Program. As our program has grown, so have the responsibilities and requirements. In order to continue to bring in additional families and ensure we are meeting the requirements of the program and the grant, we are requesting the addition of a .5 Parent Educator and .5 Procedural Coach.

This position would service families part-time. The other portion of their position would assist in ensuring continuity across the program, represent the program at meetings tied to the Prevention Initiative Grant (BabyTalk, IGrow, etc.), conduct monthly data checks, and assist in reporting and maintaining records. See the proposed job description attached.

We have the funding available to utilize PI 0-3 Grant funds to hire this additional member of the PI staff. This individual will follow the Parent Educator Section of the Harlem School District Support Staff Collective Bargaining Agreement. Currently, the salary range for this position is \$39,541 - \$47,437 depending on whether the individual has a bachelor's or a master's degree.

Costing

Add Parent Educator for the 21-22 School Year	\$39,541 - \$47,437
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Thank you.

**HARLEM CONSOLIDATED SCHOOL  
DISTRICT #122  
Job Description**

**.5 Parent Educator (0-3) .5 PI Procedural Coach**

**Supervisor:** Building Administrator

**FLSA Status:** Exempt                      **Employee Group:** Parent Educator

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**Qualifications:**

Bachelor's degree required. Must attend required training.

**Terms of Employment:**

- Nine (9) month contract, plus additional summer days.
- Employed by Early Childhood Prevention Initiative Grant.
- Position renewable based upon annual renewal of grant.

**Responsibilities:**

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

**Duties:**

1. Provide services for families through use of parenting model implemented through the Early Childhood Block Grant (i.e. BabyTALK, Parent as Teacher, etc.).
2. Represent the Harlem School District at meetings tied to the Preventative Initiative Grant (i.e. BabyTalk, IGrow, etc.)
3. Annually update the procedural manual for the program.
4. Collaborate with community resources to actively recruit at-risk families with children aged birth to three.
5. Plan and facilitate family activity opportunities, workshops and training sessions.
6. Serve as a liaison between the at-risk families and grant program and community agencies and fellow Parent Educators.
7. Design and implement Parent/Child evening literacy and math activities.
8. Design and implement the program self-assessment.
9. Conduct monthly data checks, including student progress, file documentation/reports, and other requirements of the grant.
10. Write and facilitate Individual Family Service Plans addressing family needs in accordance with grant requirements.
11. Maintain developmental monitoring records in accordance with grant requirements.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional



responsibilities as your supervisor may from time to time assign or delegate.

The Mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.

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*A Community of Leaders*

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