

# FAMILY COMMUNITY EDUCATOR

**REPORTS TO:** Program Coordinator

**QUALIFICATIONS:**

- Extensive knowledge and training in the area of Family Education
- Variety of work experiences with families, community agencies and children (birth to eight)
- Early Childhood Certificate (type 04) preferred, but not required
- Good oral and written communication skills

---

**RESPONSIBILITIES SOLELY TO THIS PROGRAM:**

- ◆ Serve as grant program liaison between Illinois Central College, Pekin Public Schools, Pekin Public Library, Tazewell Department of Human Resources and Tazewell County Project Success to co-plan, develop, implement and evaluate PRICE Family Literacy Grant.
- ◆ Coordinates identification process of families to be involved in grant program services.
- ◆ Presents a positive image of the grant program to parents and conveys the grant partners genuine concern for the education, growth and development of the whole family.
- ◆ Becomes familiar with school, library, public and private literacy and family support resources that can help with particular problems and assists families in obtaining appropriate help.
- ◆ Visits family homes to explain and share school, library, public and private resources, to reinforce positive parent and family literacy learning experiences.
- ◆ Develops links to other agency networks to avoid duplication or lack of services for families.
- ◆ Identifies and designs literacy activities and presentations appropriate to families' stages of development, strengths and needs.
- ◆ Responsible for securing volunteers for grant program and donations to the program.
- ◆ Keeps complete, up-to-date, and accurate program and evaluation records as required by the grant, policy, and administration regulation.
- ◆ Follows state/district policy, procedures and guidelines.

**BARGAINING UNIT POSITION:** 200 days (40 hours per week, 40 weeks per year (mid-august through mid-June.) Salary and benefits commensurate with contractual commitments.

**EVALUATION:** Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocol.