



JOB TITLE: Parent Educator
DATE: January 22, 2025
PROGRAM: DACRL
REPORTS TO: Aprendamos CEO
STATUS: Regular, Full-Time
CLASSIFICATION: Non-Exempt
APPROVED BY: Human Resources Manager
SUPERVISES: 0 (Number of employees)

POSITION SUMMARY:

In a unique collaboration between Doña Ana County Resilience Leaders (DACRL), the Community Foundation of Southern New Mexico (CFSNM), and Aprendamos Early Intervention Services, the 100% Family Center is being established to address the surviving and thriving needs of individuals and families in the Las Cruces Public Schools (LCPS) District. The Center will focus on families with children from birth to five years old. The **Parent Educator** will coordinate and facilitate educational opportunities for parents and caregivers using evidence-based and evidence-informed curricula. The Parent Educator will work closely with the Center Coordinator and Navigator to implement educational programs, assess family needs, and connect families with resources.

ESSENTIAL JOB FUNCTIONS:

- **Program Delivery and Facilitation:**
 - Complete instructor training for evidence-based parenting curricula (e.g., Abriendo Puertas/Opening Doors).
 - Facilitate parenting education classes for English and Spanish-speaking parents and caregivers.
 - Maintain a published schedule of parenting education classes and distribute a newsletter with class updates and resources.
- **Community Outreach and Engagement:**
 - Conduct outreach to build relationships with community organizations, schools, and families.
 - Recruit parents and caregivers to participate in parenting education opportunities.
 - Network with local agencies to promote parenting classes and foster community collaboration.
- **Assessment and Referrals:**
 - Identify participant needs and collaborate with the Navigator to connect families to resources and supportive services.



- Maintain open communication with the Center Coordinator, Navigator, and interns regarding program delivery.
- **Evaluation and Documentation:**
 - Collect intake and exit surveys to evaluate program effectiveness.
 - Document program participation, maintain accurate records, and submit data to the Center Coordinator.
 - Ensure confidentiality of participant and organizational information.
- **Other Essential Job Functions**
 - Obtain and maintain certifications for parenting education curricula.
 - Purchase and organize supplies for classes.
 - Collaborate with community organizations to host workshops and events.
 - Observe confidentiality and adhere to ethical decision-making practices.
- All other Job Duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor's degree in family and child science, social work, health science, education, or a related field.
- OR Associate's degree in the same field with at least one year of related experience.
- Fluency in English and Spanish (preferred).
- Strong cultural understanding and experience working with Latino, Hispanic, and Spanish-speaking families.
- Knowledge of early childhood development, family systems, and the effects of trauma.
- Experience in community outreach and program organization.
- Strong organizational, time-management, and communication skills.
- Proficiency with software and computer applications.
- Ability to work independently and as part of a team.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

Ability to lift and carry objects weighing up to 40 pounds (e.g., boxes, equipment) without assistance. Capability to stand and walk for extended periods, including moving around the workspace, performing tasks, and interacting with colleagues or customers. Must be able to bend, stoop, crouch, and kneel to access various items, equipment, or workspaces as required. Aptitude to reach overhead, horizontally, and below waist level to retrieve and handle objects or materials. Capacity to perform physically demanding tasks continuously throughout the workday. Physical ability to move freely and quickly in various work environments, including navigating stairs, ramps, or uneven terrain if necessary. If the job involves driving, a valid driver's license, and the ability to operate vehicles safely and responsibly may be required.

Disclaimer:

- A. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time as required by the needs of the company.
- B. This description reflects management assignment of essential functions, and it does not prescribe or restrict those tasks that may be assigned or changed in the essential functions of this position.



C. This job description is subject to change at any time as required by the needs of the company.

