

**JOB TITLE: FLORIDA FIRST START RESOURCE TEACHER**

Approved 9/3/91

**JOB DESCRIPTION:**

This employee is responsible for implementing the objectives of the Florida First Start Program Grant which include provision of parent education services, development of a parent resource center, interagency referral and coordination and other activities related to the parent education of parents and infants and toddlers age birth to three years identified as handicapped or at risk of future school failure.

Duties of this position include but are not limited to:

1. **Parent Education:**
  - a. Conducting and/or coordinating monthly home visits to inform program parents about stages of child development and suggesting methods for parents to encourage children's intellectual, language, physical and social development.
  - b. Conducting and coordinating monthly program parent group meetings at the Parent Resource Center.
  - c. Providing program parents with guidance on home safety, nutrition, effective discipline, constructive play activities and other related topics.
  - d. Developing and distributing parent information pamphlets and brochures.
  - e. Identifying support services for program parents.
2. **Resource Center Management:**
  - a. Selecting and purchasing of resource materials for program parent use.
  - b. Coordinating program parent access to resource materials and making recommendations for parent selection of materials.
  - c. Maintaining current resource center records and reports.
3. **Interagency Coordination and Involvement:**
  - a. Coordinating periodic medical screenings for program infants and toddlers with existing agency services.
  - b. Referring special needs children and their families to the Pasco Infant-Toddler Screening and Coordinating Committee.
  - c. Coordinating with the Pasco Early Childhood Interagency Council to facilitate program referral and networking procedures.
  - d. Developing community awareness of the Parent Resource Center.
4. **Infant/Toddler Assessment:**
  - a. Identifying appropriate screening instruments for infants/toddlers.
  - b. Participating in and/or coordinating periodic formal educational screenings for infants/toddlers.
5. **Other:**
  - a. Attending regional and state conferences to obtain information relevant to parent education and infant/toddler development.
  - b. Coordinating and guiding the activities of the Paraprofessional/Parent Educator(s) LPN, and Paraprofessional Parent Educator(s) - First Start assigned to the Parent Resource Center.

**REQUIRED QUALIFICATIONS:**

1. Bachelor's degree from accredited institution with a major in early childhood

education, child development, child psychology, home economics, social work, or nursing.

2. At least one year instructional experience with preschoolers and their families.

**DESIRED QUALIFICATIONS:**

1. Master's degree in any area of Exceptional Student Education, Early Childhood Education, Psychology, Home Economics, Social Work, Nursing, or Child Development.
2. Experience or training in parent education.
3. Experience with infant/toddler development.
4. Ability to converse in Spanish.