



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Parents as Early Education Resource (PEER) Support Worker
CLASSIFICATION	
DEPARTMENT	School
LOCATION	
REPORTS TO	Principal
STAFF SUPERVISED	
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

The PEER Support Worker is responsible for implementing the Parents as Early Education Resource program in the community, under the direction of the Principal. The incumbent acts as liaison between parents of pre-school children and the school’s Early Years team to increase parental knowledge of and involvement with the child’s physical, social, emotional and intellectual development.

QUALIFICATIONS

Education

- Grade 12
- One year post-secondary education in child development or early childhood education in progress or completed

Experience

- Three years experience working in a pre-school education environment including promoting nutrition and play and Early Years education.
- Experience in providing information-sharing or training sessions to small groups or on-one-one with parents.

Knowledge, Skills and Abilities

- Thorough knowledge of early childhood development and child care agencies.
- Knowledge of community and area resources.
- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work independently and as a member of a team.

DUTIES AND RESPONSIBILITIES

- Establishes positive initial contact with parents of pre-school children age birth to 3 years.
- Works together with the home to provide stimulating early childhood experiences prior to school entry.

- Increases parental knowledge of their child's physical, social, emotional, and intellectual development.
- Promotes strong parent/school/community interrelationships with Frontier School Division.
- Implements programming to develop parental involvement in the child's physical, social, emotional and intellectual development.
- Acts as liaison between parents of pre-school children and the Early Years team at the school.
- Consults with the Early Years team and other Area and Division staff regarding program support and resources.
- Provides assistance to parents needing access to resources relevant to parenting skills.
- Engages in on-going training relevant to the position of PEER Support Worker.
- Maintains records and reports pertaining to each family in the program.
- Prepares daily journals of activity and meets bi-weekly with Principal to share and file these reports.
- Consults with administrative staff or other appropriate school staff regarding program development or concerns.

Performs other related duties as may be assigned.

CONTACTS

Area, Division and School personnel
 Parents/guardians/family members
 Community agencies and contacts

WORKING CONDITIONS

General office conditions
 Travel within the community
 Home visits required
 This position works the school year

PHYSICAL AND VISUAL REQUIREMENTS

Physically able of performing assigned duties

EQUIPMENT USED

General Office equipment
 Early Years teaching resources including books, games, and other age-appropriate activities

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date