

**FAMILY LIFE EDUCATION SPECIALIST**

**DEFINITION**

To plan, implement, and supervise a developmental curriculum for pre-school children in the Family Life Education Laboratories; to provide learning opportunities to Family Life Education students; and to discuss activities and development of children with parents.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager.

Receives technical or functional supervision from a program instructor.

May exercise technical or functional supervision over assigned personnel and/or student assistants.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Provide learning opportunities and activities to pre-school children in a Developmental Children's Center/laboratory/school in such areas as art, music, storytelling, outside activity, language arts, and concept development.

Design and coordinate lesson plans to include activities for the enhancement of the physical, social, emotional, and intellectual growth and development of children.

Coordinate a curriculum that provides sequential materials and procedures for both student teachers and preschool children; work with parents and/or students in setting up the daily activities before the arrival of the children.

Communicate with parents regarding behavior and activities of children, in conferences, workshops, or other forums for discussion; assist in identifying strengths and weaknesses of children's development.

Assist Family Life Education students in acquiring and developing skills and knowledge used in teaching and planning a curriculum.

Plan and assist in the preparation of snacks for children and perform clean-up duties.

Maintain and update records, assessments, and reports.

Maintain a safe and healthy environment for children within the school setting.

Assist in identifying and ordering necessary supplies, materials, and equipment; monitor budget for supplies and student assistants; maintain records of fees received.

Assist in supervising, training, and evaluating students using the laboratory as a training facility.

Assist instructors in maintaining and coordinating Center programs and activities; assist with enrollment procedures.

Perform related duties as assigned.

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## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Early childhood development and child psychology.

Physical, social, emotional, and intellectual needs of children and methods to identify problems and relative progress.

Family life education and home economics.

Principles and practices of effective lesson planning and designing.

### Skill to:

Design and implement a model preschool program.

Communicate and assist adults in a classroom setting while overseeing activities of children.

Provide a stimulating environment for children and adults which is conducive to learning.

Assess and evaluate the progress of children.

Understand and carry out both oral and written directions.

Identify needs and problems of children and impart these to parents in an effective manner.

Assist in supervision of on-site students in training.

Assist in coordinating and maintaining Center programs and activities.

Communicate effectively in both oral and written form and with a variety of individuals.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Experience:

Two years of responsible work experience in planning and implementing programs for preschool children.

#### Training

Completion of a Bachelor's degree or equivalent in early childhood education or child development or a Bachelor's degree with a minimum of 24 units in early childhood education.