

## Training Workshop Facilitator Job Description

Do you believe it is critical for schools and parents to be partners for a child to be successful? Are you interested in helping schools build that effective partnership with parents? That's what the *YOU: Your Child's First Teacher Parent Engagement Program* is all about, and we're looking for dedicated and passionate people to facilitate our YOU Program Training Workshops.

*YOU: Your Child's First Teacher* is a bilingual parent engagement program designed to give parents practical steps to help their child succeed in school and life. To implement the YOU Program at a school and school district, educators are trained in the program and are given strategies, research, and action plans to help them reach their parent engagement and student achievement goals. Schools and districts then implement the YOU Program to the parents they serve and establish a meaningful and effective partnership.

### Training Workshop Facilitator Job Description

The YOU Program delivers Training Workshops onsite to schools, school districts, and community organizations. The YOU Program has developed a method for delivering the curriculum in the workshops, while leveraging parent engagement and education expertise to help clients meet their individual goals. Training Workshops are typically 6 hours long for instruction, and are held during school days and times.

The primary responsibilities of the Training Workshop Facilitator are:

- Fully understand the philosophy, approach, curriculum, and constructive spirit of the YOU Program.
- Participate in a workshop assignment call with YOU Program Experts to understand client background and goals, customized curriculum, learning activities, and special instructions for each assigned workshop.
- Arrive punctually to workshop sites, perform setup and registration duties as needed.
- Ensure that the YOU Program is delivered professionally and effectively to meet the client's goals. Establish a productive and engaging environment during the workshop for educators to strategize ideas for effective parent engagement. Help educators reach a successful YOU Program implementation plan.
- Collect, organize, and provide participant workshop evaluation forms to YOU Program Experts, as well as participate in a debriefing session about the workshop.

All Training Workshop facilitators will be required to attend a ½ day orientation and follow an onboarding process before being able to fully facilitate a YOU Training Workshop.

### Qualifications

- Have at least 5 years of experience as an educator (teacher, administrator, counselor, family engagement manager)
- Experience working with low income populations
- Understand effective parent engagement
- Speak and read in English and Spanish preferred
- School turnaround/improvement success preferred
- Demonstrate strong time and classroom management skills
- Be resourceful and organized to provide educators with effective strategies
- Be available during school days and hours
- Have dependable transportation to arrive to workshop locations

Training Workshops can be held nationwide. Candidates who are also available to travel outside of the Chicago area are strongly desired.

**Send your resume and contact information to Carmen Hovanec ([chovanec@spced.com](mailto:chovanec@spced.com)).**