



### **Incredible Years Classroom Support Specialist**

Pathways of Central Ohio's vision is to offer its employees a career with purpose. As an Incredible Years Classroom Support Specialist in our Parent Education Center, you will be helping to increase positive parenting skills, teach children how interact with their peers and learn to manage their behavior. In a typical day, you may help kindergarten students learn how to manage stress or give parent tips on how to reduce problem behaviors. You will end your day knowing you have positively impacted the life of a young person or family.

This is an excellent job for someone that cares about today's youth and families and the challenges they are facing. In this position, you will learn how to teach each of the Incredible Years curricula, how to empower parents and how to make an impact in our community.

The Incredible Years Classroom Support Specialist primary responsibilities involve the direct delivery of services in school and community settings. The Incredible Years Classroom Support Specialist may represent the agency on relevant committees and share data with the community regarding unmet needs and advocate for needed services.

The Incredible Years Classroom Support Specialist also engages community partners, motivates community change, and participates on local coalitions. The Incredible Years Classroom Support Specialist is also responsible for completing reports and helping to evaluating outcomes.

The Parent Education Center currently employs three other full-time staff and is certified as a Prevention Program by the Ohio Department of Mental Health and Addiction Services.

(Note: This is a 9-month position. Staff will have 12 unpaid weeks off in the summer.)

#### **Job Description**

The Incredible Years Classroom Support Specialist utilizes the evidenced-based program Incredible Years in their work with families, caregivers, parents, and children. In addition, the Incredible Years Classroom Support Specialist must:

- Demonstrate an appropriate level of knowledge about what promotes optimal parent-child and teacher-child interaction and child development.
- Demonstrate an appropriate level of knowledge about what promotes optimal classroom management, academic success and positive social- emotional skills.
- Demonstrate an ability to work as part of a team, in a fast paced and dynamic environment.
- Participate in staff and agency meetings as needed.
- Successfully complete all training required implement Incredible Years trainings for parents, teachers, and children.
- Maintain current with certifications for all curricula delivered program.

- Prepare and conduct parenting education.
- Work with large and or small groups of children utilizing the Incredible Year Dinosaur program materials.
- Complete all required documentation and all essential records required by the program, in a timely and comprehensive manner.
- Participate in outreach and referral activities to promote parent and teacher participation in the program.
- Participate in the administration of evaluation tools and assessments.

#### Qualifications

- Bachelor's degree in education, social science, nursing, or related field.
- Experience in parent education, social work, early childhood development and/or education.
- Valid driver's license and proof of insurance
- Ohio Certified Preventions Specialist or ability to obtain certification.
- Successfully pass B.C.I. background check
- Ability to operate a personal computer and utilize a variety of software programs including word, excel and specialized reporting programs.
- Ability to build caring and supportive connections with families, children, and classroom teachers.
- Ability to access and motivate parent participants to participate in programs.
- Ability to communicate orally in a clear, concise manner, tailoring message to the intended audience.

#### How to Apply

Please email a cover letter, resume, and three current references in MS Word or .pdf file to [mail@pathwaysco.org](mailto:mail@pathwaysco.org). Cover letters, resumes and references may also be mailed to: Search Committee, Pathways of Central Ohio, 1627 Bryn Mawr Dr., Newark, OH 43055. The job application is available at [www.pathwaysofcentralohio.org](http://www.pathwaysofcentralohio.org). Applications will be accepted until the position is filled. **No phone calls or walk-ins please.**

*Pathways of Central Ohio complies with all applicable federal and state nondiscrimination laws, rules, regulations, and guidelines. All qualified applicants shall receive consideration for employment without regard to race, color, religion, ancestry, sex, national origin, veteran status (Vietnam Era, Desert Storm/Shield or disabled), disability, political affiliation, or age (40 years or more). Discriminatory employment practices against anyone are prohibited.*

*Pathways of Central Ohio is a contract agency of Mental Health & Recovery for Licking and Knox Counties, the United Way Alliance of the Mid-Ohio Valley, the Pickaway County Health District, and the Crawford-Marion ADAMH Board. It is a partner agency of the United Way of Licking County. Pathways is funded in part by the Ohio Department of Mental Health and Addiction Services and the Licking County Foundation.*