

**JOB TITLE:**

**PARENT – PRE-TEEN**

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**JOB PURPOSE:**

**PREPARES PRE-TEEN FOR RESPONSIBLE ADULTHOOD**

by

providing a safe, positive, soothing, caring and comforting environment; providing healthy meals; helping with educational assignments and projects; teaching values; applying conduct guides; evaluating friendships and associations; disciplining fairly; preparing for the future; loving unconditionally and always.

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**ESSENTIAL FUNCTIONS:**

**1. PROVIDES A SAFE HOME**

by

identifying life's threats; monitoring reading and viewing subject matter; protecting against hazards; training pre-teen child in emergency evacuations, and how to call for police, fire, and emergency medical services; teaching pre-teen how to help younger siblings; providing children with personal location and contact information, or alternative resources.

**2. CREATES A POSITIVE PRE-TEEN REARING CLIMATE**

by

loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; respecting privacy; maintaining open communications; making time to talk; finding things to laugh about.

**3. SOOTHES PRE-TEEN'S PROBLEMS**

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; teaching coping skills.

**4. TEACHES LIFE SKILLS**

by

discussing a moral code; modeling appropriate behaviors; passing on experiences; teaching financial responsibility; pointing out appropriate and inappropriate behaviors.

**5. MAINTAINS FAMILY HEALTH**

by

following nutritional and health guidelines; finding ways to reduce stress; encouraging physical activities; limiting passive activities; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

**6. PROVIDES NUTRITIOUS MEALS**

by

planning healthy menus; preparing shopping lists; shopping for groceries; planning and assigning meal preparation responsibilities; monitoring food preparation; helping pre-teen learn and improve food preparation and serving skills, and after-dinner clean-up techniques; ensuring adherence to recipes; reviewing meal presentation; evaluating food appeal; noting improvement changes for future meal planning.

**7. MAINTAINS FAMILY DINNER TABLE AMBIANCE**

by

reminding pre-teen how to use utensils and napkins; demonstrating good manners including eating over the plate, resting hands in lap when not using utensils, accepting food and presentation, speaking when not chewing food, complimenting the family members who prepared the meal, saying “please when asking for and “thank you” when receiving food and beverages.

**8. TEACHES VALUES OF CLEANLINESS AND ORDERLINESS**

by

re-enforcing expectations of an orderly household to which all family members contribute with assigned chores, as well as pitching in when a situation warrants; holding pre-teens responsible for personal space, including making the bed each day, changing linens, dusting furniture, cleaning floor, helping with laundry, folding clothes; placing clothes in storage drawers; hanging clothes on clothes hangers for closet storage.

**9. REQUIRES HELP AROUND THE HOME**

by

expecting placement of trash and recyclable trash in containers, removing trash from home to receptacles for pick-up; mowing the grass; seeding and fertilizing the lawn; weeding, planting and maintaining flowers; growing and harvesting fruits and vegetables; washing and cleaning the family car or van; putting away groceries; helping with other general chores; assisting siblings with their chores.

**10. SUPPLEMENTS CLASSROOM LEARNING**

by

helping pre-teen utilize library and/or learning center resources; guiding and controlling internet research; helping pre-teen prepare for examinations, and plan and complete special projects; fostering pre-teen's personal exploration of areas of special interest; reviewing homework assignments.

**11. ENFORCES DISCIPLINE**

by

expressing desires as what should be done instead of what shouldn't; explaining requirements assertively instead of aggressively; establishing age-appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; evaluating child's friends' conduct; conferring with other parents.

**12. RE-KINDLES PERSONAL SPIRIT**

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

**13. PREPARES FOR THE FUTURE**

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing plans; conferring with teachers and counselors; developing educational and financial plans; reviewing care options if unable to raise pre-teen to adulthood; creating legal documents and other protections.

#### **14. CONTRIBUTES TO PRE-TEEN DEVELOPMENT**

by

welcoming different and new personal dimensions; never giving up;  
loving unconditionally and always.

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