

JOB DESCRIPTION

Title: Parents as Teachers Coordinator/Educator

Reports To: Superintendent

Supervises: Assigned students/staff members

Evaluation: As per Negotiated Agreement

Job Summary:

The primary purpose of the Parents as Teachers Coordinator/Educator is to model and educate parents in developmentally appropriate practices for young children. In addition, the Coordinator/Educator will oversee the daily operations of the PAT program and support other educators as they perform their job duties.

Qualifications:

Current Kansas teaching certificate with Master's Degree in education or family services preferred.

Performance Responsibilities:

1. Schedule and complete home visits with 20-25 families a minimum of 10 times per year.
2. Collaborate with educators to develop and offer playgroups and group meetings for birth to age 3 children a minimum of once per week.
3. Maintain current and complete records.
4. Complete local, state and national reports in a timely manner. Present these reports to the U.S.D. #261 BOE a minimum of once per year.
5. Screen children for potential learning problems a minimum of one time per year.
6. Make referrals to the proper agency when developmental problems are detected.
7. Provide resources for families in crisis situations.
8. Write and disperse a newsletter to all PAT families a minimum of 9 times per year.
9. Promote the PAT program to the community.
10. Write grants pertaining to the PAT program and submit them in a timely manner.
11. Schedule special speakers and activities.
12. Support district mission statement, goals, objectives and any and all decisions of the Board of Education.
13. Support the philosophy of Parents as Teachers that *All Parents Are Their Child's First, Best, and Most Important Teacher.*
14. Believe that all parents have strengths.
15. Demonstrate an ability to communicate effectively in oral and written settings.
16. Effectively work with and relate to people from a variety of backgrounds and parenting styles.

17. Maintain a comfort level in a wide variety of home settings during home visits.
18. Support and encourage PAT educators.
19. Others duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.