

# PARENT EDUCATOR

<b>Reports to:</b>	<b>PAT Coordinator</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>To be established by the Board of Education annually</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

**JOB SUMMARY:** To provide developmental information, support and encouragement to parents in an effort to help their children develop optimally during the early years of development.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Maintains confidentiality; unquestionable integrity.
- Provides personal visits to families on assigned caseload sharing developmental information and addressing parent concerns.
- Assists in the planning and facilitation of group activities and meetings.
- Provides screening services to children birth to three years of age.
- Monitors child's development (on caseload) and keeps parents informed of progress.
- Maintains accurate records of all personal visits, contacts, screenings, end-of-year report, etc.
- Provides resource networking.
- Attends all staff meetings.
- Provides early detection of developmental delays and helps parents accept early intervention.
- Provides Born to Learn curriculum based activities and materials.

## **SUPERVISORY RESPONSIBILITIES:**

None

## **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **EDUCATION and/or EXPERIENCE:**

- Parents As Teachers National Certification.
- Required continuing education to maintain certification.
- Minimum of 60 college hours.
- Minimum of two years experience in working with young children
- Certificate in Early Childhood; Early Childhood Special Education; Elementary Education; Vocational FACS, Occupational Child Care; or five years experience in a pre-school setting, preferred.

## **COMMUNICATION SKILLS:**

- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from parents.
- Effectively communicates developmental issues to families.

**MATHEMATICAL SKILLS:**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Ability to establish and maintain effective relationships with parents and colleagues.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with district requirements and School Board policies.
- Ability to maintain database of caseload and services rendered.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The noise level in the work environment is quiet to moderate. Duties are performed indoors and outdoors. Visits are performed in home sites (range of environmental conditions noted).

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

PAT

Revised: SY 2004-2005