

Parents As Teachers Educator

Pemiscot County Special School District

Job Title: Parents As Teachers Educator
Department: Instruction
Reports to: Principal, Director of Special Education, Superintendent, Board of Education
Classification: Exempt or Non-exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

Parent educators empower parents to support the developmental needs of their children from birth to young children age five in various areas. These professionals focus their tasks on the needs of a family, helping parents to see that they are a child's primary and most significant teachers.

A parent educator plans, coordinates, and teaches in an instructional program that addresses the intellectual, emotional, cultural, social, and physical needs of both parents and children. Parent education seeks to support respectful, reciprocal interactions between parents and their children.

Parents as Teachers is a voluntary and flexible program that provides practical, effective help for all Missouri families with children.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position is required to:

Process any PAT referrals

Complete all required PAT paperwork

Do all required Data Entry required for the PAT program

Assist in Kindergarten screenings in Pemiscot County with exception of Caruthersville (they have their own program)

Participate in professional development activities

Maintain accurate student records for PAT program

Complete and submit forms and required reports in a timely manner

Communicate regularly with parents regarding progress and other educational concerns

Complete any and all paperwork associated with the PAT process

Maintains professional relationships with parents, community members, and building administrators

Report suspected abuse, neglect, discrimination and harassments as directed by Board policy

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Any other duties as assigned

Supervisory Duties:

None, but works with parent(s) in the home or where child is residing.

Qualifications,

Certificates, Licenses, Registrations:

A certified parent educator is defined as the person responsible for delivering direct parent education services to families. The individual hired to perform the tasks of a parent educator must be trained in and use the appropriate *Born to Learn* Curriculum and **meet one of the following qualifications:**

1. Certification and/or a four year degree in one of the following:

- Early Childhood Education
- Early Childhood Special Education
- Elementary Education
- Vocational Home Economics or Family Consumer Sciences
- Child Development

And demonstrated ability in working with young children and their parents;

(OR)

2. A two-year associate degree or two year certificate program in Early Childhood Education, Child Development, or Nursing and demonstrated ability in working with young children and their parents;

(OR)

3. Sixty (60) semester hours or more of credits from an academic degree granting institution which is contained within the United States Department of Education's Directory of Post-Secondary Institutions and two years of successful experience in a program working with young children and their parents as approved by DESE;

(OR)

4. Five years of successful experience in a program working with young children and their parents as approved by DESE;

(AND)

Successful completion of the DESE approved training in parent education regardless of previous training and experience according to the following schedule:

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- Thirty (30) hours of pre-service training in the *Born to Learn* Curriculum;
- Successful completion of an approvable implementation plan; and
- A personal visit observation of an experienced parent educator.

Parent educators may not be certified to begin rendering services for which the district expects to receive reimbursement until completion of these requirements. Please review the following table for additional requirements associated with maintaining certification.

Skills and Abilities:

Language

An individual who holds this position must have the ability to:

Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance

Complete forms, write reports and engage in written correspondence with parents

Present information effectively and respond to questions

Data entry as required for PAT program

Computation

An individual who holds this position must have the ability to:

Work with mathematical concepts such as probability and statistical inference

Apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

An individual who holds this position must have the ability to:

Solve a variety of problems in many different situations

Interpret instructions presented in written, oral, diagram or schedule form

Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students and parents

Other Skills and Abilities

An individual who holds this position must have the ability to:

Identify needs and abilities of individual students and to adapt instructional methods accordingly

Establish and maintain effective relationships with students and parents

Perform multiple tasks simultaneously

Technology

An individual who holds this position must have the ability to:

Perform basic computer functions such as word processing and internet use

Use district software for recording grades and finding student information

Utilize smart boards, projectors and other instructional technology provided by the district

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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 essential functions.

Physical Demands:

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around within the county

Read handwritten or printed material

Frequently required to stand, stoop, bend and kneel

Ability to carry materials to and from office to homes for use with students and parents

Attendance:

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment:

The individual who holds this position will regularly work in a school and home environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading materials for use. The various teaching environments may present frustrations and challenges. The travel required will be in all kinds of weather. The job will require numerous transitions from one environment to another on a daily basis.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.