

PARENTS AS TEACHERS COORDINATOR

- QUALIFICATIONS:**
1. High school diploma or General Education Degree (GED) and a minimum of 60 hours of college credit in a related field. (Early childhood or elementary education, nursing, or social services preferred.
 2. Basic computer knowledge/skills
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Schools and Director of Special Education

JOB GOAL: Provides direct services and support to families and children of USD 407. Provides support to families. Receives moderate supervision from the superintendent. Requires the ability to make decisions related to children and families. Position has limited monetary responsibility. On-going staff development is an integral part of the position.

FULL/PART-TIME: Full-Time

FLSA: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Provides home visits to assigned families based on "level of need".
 - Develops positive relationships with families by practicing open communication skills and demonstrating a non-judgmental and empathetic attitude.
 - Develops individualized activity plans based on family and/or child needs and goals.
 - Implements a regular schedule of home visits based on family needs.
 - Completes paperwork related to home visits in a timely fashion.
3. Ensures that the health and social service needs of children and families are met.
 - Tracks immunizations and health requirements on assigned families.
 - Assists families in accessing health and medical services necessary to meet requirements.
 - Is knowledgeable of a wide variety of community services in the service area and procedures for accessing such services.
 - Provides a yearly screening: development, health, vision, and hearing.
 - Assists families in accessing social services necessary to meet their needs.
4. Assists families in developing Family Partnership Agreements.
 - Uses interviewing skills to guide families in identifying goals and resources.
 - Supports families in accessing needed resources to obtain goals.
 - Ensures that each assigned family has a Family Partnership Agreement in place.
5. Fulfills requirements of designated specialty area.
6. Assists families in accessing outside resources based on their needs.
7. Assists families in accessing intervention services based on results of annual comprehensive screening.
8. Promotes and respects the Code of Ethical conduct as set forth by the NAEYC.
 - Maintains a professional manner and appearance at all times.
 - Insures confidentiality.
 - Participates in the development and implementation of a professional development plan.

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- Adheres to a mandatory reporting policy for child abuse and neglect.
9. Willing to certify:
 - Program Certification
 - Child Development Associates Certification (Home Visitor)
 - Ages and Stages screening tool
 - Administration of OAE functional hearing screen
 - Cardiopulmonary Resuscitation {CPR}
 - First Aid
 10. Good communication skills including oral, written, and listening.
 11. Interpersonal skills to work effectively with staff, families, children, childcare providers, and community members.
 12. Willingness to work a flexible schedule, including evenings and some weekends.
 13. Willingness to work as a team player.
 14. Organizational skills to deal with multiple issues.
 15. Ability to identify goals for families and children.
 16. Valid driver's license and reliable means of transportation.
 17. Ability to drive to home visits in participating counties during scheduled home visit times, typically 8:00 am to 9:00 pm.
 18. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.
 19. The employee shall serve as a role model for patrons and co-workers in how to conduct themselves as citizens and as responsible, intelligent human beings.
 20. Follows the district dress code while being a good role model for students.
 21. Performs other duties as assigned by Superintendent or Board of Education.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

- TERMS OF EMPLOYMENT:**
1. Classified position based on beginning parent educator salary determined by USD 407
 2. Full-time hours, Monday through Friday, including evenings and some weekends
 3. 12-month, at-will position
 4. Selected candidate must pass background check
 5. Selected candidate must provide health and inoculation certificate

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

Spends approximately 35% of the time planning and processing paperwork in the office; 65% working with families, children, childcare providers, and community agencies.

- _____ 1. Very rarely requires exertion beyond walking.
- X 2. Very rarely requires physical exertion beyond walking or climbing stairs.

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- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.

- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.