

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Certified Parent Educator
Department:	Office of Family Learning, Parents As Teachers (PAT) Program
Reports to:	Parents As Teachers Program Supervisor
Supervises:	n/a

Description of job:

SUMMARY/DESCRIPTION: Support the Office of Family Learning’s mission of connecting North Kingstown’s families, schools and the community in partnership for success by ensuring all NK families with children ages birth-5 have access to Parents As Teachers services. Collaborate and support all Office of Family Learning initiatives, when appropriate.

DUTIES & RESPONSIBILITIES: Will include, but not be limited to:

- Successful completion of Parents As Teachers’ Birth to Three and Three to Five training;
- Schedule and provide regular home visits to PAT families;
- Participate in the planning and delivery of parent-child playgroups;
- Participate in the planning and delivery of group connections (parent workshops and discussion groups);
- Prepare all home visiting curriculum and complete follow-up documentation;
- Provide timely, program prescribed developmental assessments;
- Provide referrals to appropriate programs and resources as needed;
- Attend monthly staff meetings and monthly reflective supervision;
- Attend statewide affiliate meeting when asked; report out;
- Engage in active professional development to maintain all certifications;
- Identify specific areas of program interest for annual professional goal focus;
- Recruit and maintain a caseload of (at least) five families;
- Report any concerns of abuse or neglect;
- Participate in the delivery of parenting education materials and program flyers;
- Perform all other related duties as required.

Protective Personal Equipment:	n/a
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Classification:	Sedentary:	Light:	Medium:X	Heavy:	Very Heavy:
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Classification Key:
Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;
Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;
Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.

Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle
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Work Environment	
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Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 25%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

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PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling		X			
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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:

Bachelor's Degree or an equivalent combination of education and experience preferred. The minimum qualifications for parent educators are a high school diploma or equivalency and previous supervised work experience with young children and/or parents.

License/Certificate/Certification:

Parents As Teachers Parent Educator Certifications birth to 3 and 3 to 5. Training can be provided.

Technological and/or Technical Skills:

Technological proficiency in Google Platform, Microsoft Office. Experience using the PAT Penelope DataBase a plus.

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to the needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs, work with a flexible schedule and respond to requests in an organized manner. Self-starter.

Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues. Able to collaborate and support on all Office of Family Learning initiatives.

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Terms of Employment:

Yearly depending on funding.

Evaluation:

Date: 2/2019