

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:	
<p><u>SUMMARY/DESCRIPTION:</u> 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.</p> <p><u>DUTIES & RESPONSIBILITIES:</u> Will include, but not be limited to:</p> <ul style="list-style-type: none"> · 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; · Assist with planning and implementation of Family Engagement and K transition events; · 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			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 25%
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

North Kingstown School Department

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)

North Kingstown School Department

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.

North Kingstown School Department

Terms of Employment:

Yearly depending on funding.

Evaluation:

Date: 2/2019, 2/2020