

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

|  |   |                     |                        |               |                    |
|--|---|---------------------|------------------------|---------------|--------------------|
| <b>Job Title:</b>  | <b>Administrative Parent Educator (PE II)</b>                       |                     |                        |               |                    |
| <b>Department:</b>   | <b>Office of Family Learning, Parents as Teachers (PAT) Program</b> |                     |                        |               |                    |
| <b>Reports to:</b>   | <b>OFL Program Manager</b>  |                     |                        |               |                    |
| <b>Supervises:</b>   | <b>Parent Educators</b>   |                     |                        |               |                    |
| <b>Description of job:</b>   |   |                     |                        |               |                    |
| <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 PAT services.</p> <p><u>DUTIES &amp; RESPONSIBILITIES:</u> Will include, but not limited to:</p> <ul style="list-style-type: none"> <li>· Monitor delivery of program’s services, including file reviews, core competencies self-assessments, personal visit observation, and group connection observations;</li> <li>· Monitor Penelope data fidelity; generate reports as needed;</li> <li>· Prepare annual Affiliate Performance Report</li> <li>· Ensure that time sheets, program flyers, newsletters and calendar notices are completed/delivered;</li> <li>· Act as a resource for referrals, program linkages, collaborations with other family support programs and services;</li> <li>· Ensure home visits are offered to all NK families (ages birth-5), assign parent educators and monitor service delivery for compliance;</li> <li>· Schedule and ensure delivery of parent workshops, family engagement activities, play groups for families of children ages birth-5, inclusive of NKSD preschoolers;</li> <li>· Research opportunities for Parent Educator professional development;</li> <li>· Schedule and provide regular home visits to PAT families;</li> <li>· Prepare all home visiting curriculum and complete follow-up documentation within 2 business days;</li> <li>· Hold monthly staff meetings and monthly individual reflective supervision;</li> <li>· Engage in active professional development to maintain all certifications;</li> <li>· Report any concerns of abuse or neglect;</li> <li>· Compile PAT data and submit to OFL Director;</li> <li>· Perform all other related duties as required.</li> </ul> |   |                     |                        |               |                    |
| <b>Protective Personal Equipment:</b>  | n/a   |                     |                        |               |                    |
| <b>Classification:</b>   | <b>Sedentary:</b>   | <b>Light:</b>       | <b>Medium: X</b>       | <b>Heavy:</b> | <b>Very Heavy:</b> |
| <p><i>Classification Key:</i><br/> <b>Sedentary</b> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;<br/> <b>Light</b> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;<br/> <b>Medium</b> – 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;<br/> <b>Heavy</b> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;<br/> <b>Very Heavy</b> – 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.</p>  |   |                     |                        |               |                    |
| <b>Driving Requirements:</b>   | None:   | Manual: own vehicle | Automatic: own vehicle |               |                    |

| Work Environment      |                             |                 |           |
|-----------------------|-----------------------------|-----------------|-----------|
| <b>Floor Surface:</b> | Tile and/or carpet          |                 |           |
| <b>Inside:</b>        | Up to 100%                  | <b>Outside:</b> | Up to 25% |
| <b>Lighting:</b>      | Incandescent or Fluorescent |                 |           |
| <b>Vibration:</b>     | 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/equivalent combination of education and experience preferred. Parenting experience and early childhood experience preferred.

### License/Certificate/Certification:

Must be (or be able to become) a Certified Parent Educator (birth to 5 years).

### Technological and/or Technical Skills:

Technological proficiency in Microsoft Office.

### Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to 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 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.

### Terms of Employment:

Yearly depending on funding.

## North Kingstown School Department

**Evaluation:**

**Date:** 10/2016