

Parents as Teachers

Job Title:	Parents as Teachers – Educator/Coordinator
Department:	Instruction
Reports to:	Principal
Classification:	Exempt, if DESE certificated; Non-exempt if not DESE certificated
Category:	Professional, if DESE certificated; Support staff, if not DESE certificated

Summary

Parent Educators are responsible for providing direct instruction to parents.

Essential Duties and Responsibilities

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.

An individual who holds this position is required to:

- Provide services to meet DESE approved quota for total number of visits.
- Access on-going professional development training.
- Maintain accurate and timely records.
- Complete and submit required reports, evaluations, documentation, screening summaries, and financials.
- Contribute to parent newsletters, as well as other media sources about available opportunities.
- Partner with preschool program and related community programs to support parent activities and or events.
- Plan and implement the Missouri Parents As Teachers program for Parents and Children prenatal through kindergarten.
- Develop lesson plans for home visits.
- Administer developmental screenings.
- Organize annual large scale health screening.
- Plan and facilitate parent programs.
- Develop and obtain age-appropriate materials for use in the parent program.
- Assist in long-range planning for the total program and participate in outreach and public relations activities.
- Actively recruit families for participation.
- Complete a program evaluation, which focuses on the intellectual, cultural, emotional, social and physical needs of parents and children in the family education program.
- Represent district at events supporting young children and/or parents.
- Be computer literate.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

None

Qualifications

Education – 60 college hours minimum, prefer BS in Education or Family and Child Studies.

Certificates, Licenses, Registrations – Valid Certificate in Parent Educator Born to Learn Curriculum Prenatal to Three Years.

Parents as Teachers

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.
Write clear and complete lesson plans.

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.

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, peers 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 accessing student information.
Utilize smart boards, projectors and other instructional technology provided by the district.

Physical Demands

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.

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.
Read handwritten or printed material.

Attendance

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

Conditions and Environment

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.

The individual who holds this position will regularly work in an environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time.