

Director of Parents as Teachers

Purpose Statement

The job of Director of Parents as Teachers is done for the purpose/s of directing the delivery of the Parents As Teachers program; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Director of Special Services and Student Services

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations (e.g. staff hiring process, PAT and DESE reporting, budget development, PAT services oversight, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Evaluates Parents As Teachers programs and services (e.g. number of visits, activities scheduled, service to families, etc.) for the purpose of providing recommendations and/or ensuring services are delivered in compliance with mandated requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Identifies trends in out-of-compliance issues (e.g. DESE, PAT, etc.) for the purpose of providing targeted training to ensure compliance with mandated requirements.
- Monitors budget (e.g. allocations, expenditures, fund balances and related financial activities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. Board of Education, Director of Special Services and Student Services, workshops and seminars, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, recommending, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of written materials (e.g. reports, budgets, training materials, improvement plans, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides training to PAT staff (e.g. updates, new employee orientation, etc.) for the purpose of ensuring services are delivered in compliance, following established guidelines.
- Provides leadership to families in the district and PAT personnel (e.g. parent group meetings, newsletters or other media, effective screening programs, appropriate caseload of families, etc.) for the purpose of ensuring delivery of high quality services to participating parents and children.
- Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; concepts of grammar and punctuation; principles of best social work practices; adult learning styles; and the change process.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency: BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Required Testing

Certificates and Licenses

PAT Certificate through PAT National Office:
Foundation I and II

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

Criminal Justice Fingerprint/Background Clearance

PAT Supervisor Training

FLSA Status

Approval Date

Salary Grade

Exempt

