

**Position Title:** Parents as Teachers Educator Director

**Department:** Special Services

**Reports to:** Assistant Superintendent, Special Programs

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**SUMMARY:** Instructs parents in activities designed to promote social, physical, mental health, nutritional and intellectual growth in their children. The P.A.T. program promotes parents being their children's first teacher. Supervises other P.A.T. personnel

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Shares child development information with parents.
- Visits homes (5 times per year) for Birth-3 year old children and visits home (1 time per year) after child turns 4.
- Provides Story Hours (1 per month) for PAT families. (Story Hours stimulate growth in language, social, motor skills such as learning to listen to instructions, playing with others, and using play equipment.)
- Provides age appropriate group meetings for parents on for example: discipline, infant massage, making homemade games, picking books to read, etc.
- Cooperates and seeks assistance from other professional staff members.
- Sends monthly PAT newsletters out to families enrolled in the PAT program.
- Communicates regularly with parents by means of newsletters, phone calls, and e-mail.
- Inputs and maintains data on district PAT activities
- Refers students for special testing if PAT educator has concerns about a child's development.
- Promotes parent participation and involvement in educational activities provided for their children.
- Screens development of children in: vision, hearing, health, language, motor, and basic concepts.
- Other duties as assigned by the Assistant Superintendent in charge of Special Programs

**SUPERVISORY RESPONSIBILITIES:** Supervises young children (at times) and parent/teenage volunteers at certain activities, other PAT personnel

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in elementary education, early childhood, social work, medical field, etc. (Must have two years' experience working with young children.)

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must receive a one-week training/certificate initial from the Parents as Teacher National Institute in St. Louis, MO. Every year after initial job Parent Educator must receive 10 hours of training yearly from area Parents as Teachers in services.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** Nine-month employee on twelve-month contract. Salary to be established by the Board of Education.

