



## Job Description

### Director of Parents as Teachers

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 205 Days

**Experience Required:** Minimum of five (5) years of experience working in a related field.

**Minimum Education Requirements:** Bachelor's degree in related field.

**Department:** Pupil Services personnel.

**Direct Supervisor:** Superintendent.

**Primary Work Location:** Office setting.

**Certification:** Parent educator certification.

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**Job Summary:** Directs an early childhood Service that promotes positive parenting, enhanced child health and development, prevents child abuse, and prepares children for kindergarten.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Schedule, plan, and complete home visit with families; complete documentation of the visit.
- Answer all phone calls and voicemails and assign parent educators to families.
- Schedule, plan, and purchase supplies for group meetings; attend every group meeting and enter attendance into data system.
- Attend administrative PAT national center regional meetings, Parents as Teachers association, and United Way.
- Schedule with daycares, create screening packets for every child, and drop off and pick up packets to daycare.
- Assist with administering the screenings, score every screening, and document any concerns and suggestions; enter every screening into the data system.
- Manage the budget for Success by 6 Program from the United Way grant; write the grant renewal paperwork every year.
- Manage budget and all grants and money allocated by the district; create purchase orders; pay vendors; enter mileage checks for parent educators; enter visa and visa spreadsheet to submit to business office for payment, and file and track all papers pertaining to budget.
- Follow the 17 essential requirements for the program in order to stay an affiliate model.
- Complete all reporting and documentation required.
- Invoice appropriately for the program for reimbursement for visits and screenings; file and track all invoices.
- Meet with each staff member monthly to go over their caseloads, discuss any concerns, report their home visit and screening numbers, and track their hours.
- Provide two 2-hour staff meetings a month, gather data to share with staff on home visit numbers, screening numbers, goals, community resources, and family assessments.
- Schedule all required training for parent educators for the school year; track sessions and attendance.
- Write staff evaluations.



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- Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Managing and writing grants.
- Principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Best practices in early childhood education.

#### **Skills**

- Strong written and oral communications and relational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.
- Following and relaying complex oral and written instructions, policies, and procedures.
- Deliver articulate oral presentations and written reports.

#### **Abilities**

- Attend and participate in local, regional and national conferences.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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#### **Signatures / Date**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Effective Date:



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*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date