

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: PARENTS-AS-TEACHER EDUCATOR**

**QUALIFICATIONS:**

1. College degree in early childhood or elementary education, child development, or vocational family and consumer science preferred
2. Experience working with young children and their families
3. Successful completion of state institute training
4. Well organized, good time manager, flexible
5. Self starter, reliable
6. Personable, able to work with others
7. Interested in on-going professional growth
8. Willingness to maintain national PAT parent education certification
9. Must provide personal transportation to complete home visits.

**REPORTS TO:** Director of Early Childhood

**JOB GOAL:** To serve children under five and their families by personal visits, group meetings, and screening in the role as Parent Educators.

**PERFORMANCE RESPONSIBILITIES:**

1. Schedule, prepare and complete personal visits with parents on assigned caseload follow established Born to Learn curriculum
2. Assist with preparation and attend parent group meetings as assigned
3. Participate in recruiting new families to the program
4. Administer developmental screening to children on own caseload, other students ages 3, 4, and 5 and as assigned in the spring new kindergarten students
5. Maintain records of service to families on caseload
6. Serve as a liaison with assigned elementary school
7. Attend regularly scheduled staff meetings
8. Seek guidance on situations which seem to warrant referral or specialized service
9. Perform an extra assignments (i.e., visit new families at the hospitals, facilitate teen parent meetings, etc.)
10. Use personal visits, developmental screenings, group meetings, and referrals to other agencies/services to help prepare children for success in kindergarten
11. Follow established procedures and policies
12. Complete other duties as assigned

**PHYSICAL DEMANDS:** Must be able to stand, walk and stoop, and lift 25 pounds.

**TERMS OF EMPLOYMENT :** 12 months – paid per visit/activity

**TYPE OF POSITION:** Nonexempt

**EVALUATION:** Evaluated annually by Director of Early Childhood

**APPROVED BY SCHOOL BOARD:** February 21, 2019