

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title:	<b>Parents as Teachers (PAT) Educator</b>
Department:	Student and Family Services – Family Resource Center
Reports to:	Superintendent or designee
Salary Level:	Parents as Teachers Salary Schedule
Calendar:	Year Round (246 days)

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#### **SUMMARY:**

Under the supervision of the Superintendent or designee, the Parents as Teachers Educator will provide personal instruction, demonstrate appropriate educational activities; and deliver research-based printed materials to parents regarding child development and related issues. To conduct and/or arrange for child development screenings including but not limited to vision, hearing, the understanding and use of the language, motor development, hand-eye, health and physical development for children birth to age five.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Provide professional parent education through regular home visits implementing the National Parents as Teacher Curriculum Prenatal to 5 years.
2. Participate in required curriculum trainings, collaborative meetings, follow-up sessions and other aspects of professional growth.
3. Maintain current certification with Parents as Teacher Curriculum.
4. Maintain all components of PAT affiliate requirements.
5. Facilitate playgroups and parenting series.
6. Complete all required documentation regarding home visits, attendance records for Parents As Teachers events, screening summaries, and other reports.
7. Submit all the required caseloads notes into the program database.
8. Attend training and become qualified to administer developmental screenings.
9. Assess family needs and provide developmentally appropriate information, guidance, and support to parents.
10. Submit all appropriate documentation to the Multi-Tiered Systems of Supports team to provide a continuum of services.
11. Support and enhance maintenance of the playgroup rooms.
12. Coordinate transition of PAT services into preschool, Transitional Kinder and Kinder.
13. Represent Parent As Teachers program during various community events to actively recruit families to participate in the program.
14. Maintain all required documentation regarding home visits, attendance records and all essential records required by the program.
15. Works well with all other staff members and parents in a cooperative and respectful manner.

16. Actively recruit families to participate in the program and receive referrals of caseload.
17. Adhere to all district health and safety policies.
18. Performs other related duties as required by Superintendent or designee.

#### **MINIMUM QUALIFICATIONS**

1. High School Graduation or GED equivalent
2. At least 18 years of age
3. Valid Child Development Teacher permit and/or Adult Education credential issued by the California Teacher Credentialing Commission
4. Valid CPR/First Aid card
5. Ability to communicate effectively with director, children, parents, and other program school personnel
6. Maintain current certification as a parent educator, by completing required professional development hours for years of service.
7. Experience working with children 0 – 5 years old

#### **DESIRED QUALIFICATIONS**

1. Bilingual in English/Spanish
2. Supervised experience working with young children and parents
3. AA degree or higher in Early Childhood Development or related field of study preferred

#### **PHYSICAL REQUIREMENTS:**

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 the essential functions. While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may lift and/or move up to 25 pounds of materials etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

#### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works indoors (office and family homes) and may occasionally work outdoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties perform Individuals holding this position may perform additional duties and additional duties may be assigned.***

Board Approved: 2006  
Revised: May 27, 2021