

JOB TITLE: PARENTS AS EDUCATORS COORDINATOR

QUALIFICATIONS:

1. Certificate, Parent Educator through Parents as Teachers National Office
2. Background in Child Development/Early Childhood.
3. Strong organizational skills.
4. Parenting experience

REPORTS TO: Elementary Principal

JOB GOAL: To inform, instruct, and aid parents in the skills necessary for quality parenting and early childhood education ensuring that the children get the best possible start in life.

PERFORMANCE RESPONSIBILITIES:

1. Ability to supervise training needs analysis, instructional design, and training activities for parents of infants and young children.
2. Ability to develop plans and budgets for education and training activities.
3. Provides leadership for the continuing development of the role of Parents as Teachers with the school district.
4. Coordinates all screening programs for PAT.
5. Prepares all district, state and federal reports as required.
6. Monitors caseloads and records/files of PAT employees.
7. Serves as liaison to community agencies.
8. Makes referrals to appropriate agencies/school districts as needed.
9. Publishes newsletter and other publications to communicate with parents, community agencies and the general public.
10. Maintains Parents as Teachers certification
11. Plans and conducts parent group meetings.
12. Maintains required caseload of families.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____ Date: _____
(Parent as Teachers Coordinator)

Signed: _____ Date: _____
(Elementary Principal)