

## PAT Coordinator

<b>DEPARTMENT:</b>	Early Childhood	<b>REPORTS TO:</b>	KECC Principal
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

The Program Coordinator is responsible for the oversight, delivery, and evaluation of the parent education program to meet the needs of all families within Kirkwood School District boundaries that have children under 5 years of age. Ensures the Parents as Teachers (PAT) program and PAT staff meets the requirements set by the Missouri Department of Elementary and Secondary Education (DESE). Acts as a liaison to the community and maintains the program presence on the website and social media.

Task Title	Essential Job Functions	Percent of Time Spent
Supervision	<ul style="list-style-type: none"> <li>● Hire, supervise, coordinate, and evaluate Parents as Teachers staff.</li> <li>● Monitor program numbers on a regular basis for funding including visits completed by staff.</li> <li>● Conduct observations of family personal visits, group connections, and developmental screenings using a structured observation tool.</li> <li>● Answer questions and help staff problem solve.</li> <li>● Schedule and lead staff meetings</li> <li>● Develop in-service training for parent educators and screening personnel.</li> </ul>	50%
Program Management	<ul style="list-style-type: none"> <li>● Develop and manage the PAT program budget.</li> <li>● Prepare monthly invoices for reimbursement from the state.</li> <li>● Ensure adherence to all requirements as set forth in the Early Childhood Development Act Administrative Manual from the Missouri DESE.</li> <li>● Source, create, and schedule group connections for the program.</li> <li>● Establish procedures that align with program rules.</li> <li>● Coordinate and monitor the delivery of services in accordance with PAT Essential Requirements, PAT Quality Standards, policies, and procedures.</li> <li>● Oversee screening program for the Kirkwood School District community.</li> <li>● Maintain and monitor parent educator records that pertain to screening, enrollment, and participation in the PAT program.</li> <li>● Monitor service documentation, data collection, and reporting.</li> </ul>	30%

Task Title	Essential Job Functions	Percent of Time Spent
Communication	<ul style="list-style-type: none"> <li>● Maintain communication with families in program and recruit families for program.</li> <li>● Keep PAT website up to date</li> <li>● Maintain PAT social media accounts</li> <li>● Design and send newsletters to families</li> <li>● Create forms and flyers as needed for programming.</li> </ul>	10%
Community & Preschool Liaison	<ul style="list-style-type: none"> <li>● Serve as a liaison to the community as a representative of all early childhood programming.</li> <li>● Communicate opportunities to partner with PAT.</li> <li>● Partner with staff to problem solve classroom behaviors.</li> </ul>	5%
Meetings & Professional Development	<ul style="list-style-type: none"> <li>● Participate in regularly scheduled KECC Leadership meetings</li> <li>● Attend regional coordinator meetings as scheduled</li> <li>● Stay up to date on best practices in child development.</li> <li>● Complete 20 hours of professional development annually to ensure professional training is appropriate for supporting the program.</li> </ul>	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Approving timecards or time off requests
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact a functional area or department

### Qualifications

#### Required

- **Education:** Bachelor's degree or higher in early childhood education, social work, or related field
- **Previous Work-Related Experience:** Three years of experience as a parent educator.
- **Certificates, Certifications, or Other Training:** New supervisors must complete the PAT Foundational and Model Implementation Training before delivering the PAT model or supervising parent educators.
- Valid Missouri driver's license and access to reliable transportation.

#### Preferred

- Prior experience/training as a supervisor.

### Knowledge & Skills

#### Knowledge

- **Basic:**

- Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
- Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- Human Resources: Principles and procedures for staff recruitment, selection, training, and evaluation.
- **Intermediate:**
  - Administrative: Administrative and office procedures, functions and basic office tasks,
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy and Missouri DESE Parents as Teachers program requirements.
- **Advanced:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Knowledge of child development and brain research on early learning.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Writing, Reading comprehension, Active learning, Active listening, Critical thinking, Learning strategies, Monitoring, Management of personnel resources, Time management, Coordination, Service orientation, Social perceptiveness, Judgment and decision making
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Instructing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Negotiation, Persuasion, Systems analysis, Systems evaluation, Complex problem solving, Management of financial resources
- **Rarely (Less than 1 hour or 12% of the day):** Management of material resources, Equipment maintenance, Equipment selection

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Sitting, Finger Dexterity, Reaching, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Walking, Color Vision, Multi-limb coordination,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing,
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Carrying/Lifting, Climbing, Repetitive motion

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### **Work Type/Physical Demands**

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

### **Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

### **EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04