

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator – Parents as Teachers

Schedule / Grade: Curriculum Coordinator

Job Code: 01COORD225

FLSA: Exempt

Calendar: 225 Day

Benefits: Eligible (Retirees not Eligible)

Contract Type: Notification

Bargaining Unit: None

Revised Date: 09/15/2026

PURPOSE

This position is responsible for directing, coordinating, enhancing, evaluating, and supporting all aspects of the parent education program.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serves as consultant to district personnel regarding early childhood issues
- Interviews, supervises and evaluates Parents as Teachers staff
- Provides an environment that is strengths-based and supportive
- Models the interpersonal skills necessary for the development of trusting relationships with staff
- Demonstrates cultural sensitivity and awareness through the hiring, training and on-going professional development of staff
- Communicates clearly and respectfully and demonstrates effective listening skills
- Provides an organizational structure that supports the work of staff and the objectives of the program
- Maintains appropriately certificated staff
- Develops in-service training for Parent Educators
- Conducts regularly scheduled Parents as Teachers staff meetings
- Plans, schedules and coordinates group events and classes
- Coordinates, monitors and evaluates personal visits, parent meetings, record keeping, and recruitment efforts relating to the Parents as Teachers Program
- Develops and administers budget for Parents as Teachers Program
- Recruits families for Parents as Teachers program
- Maintains contact with community social service agencies, health care personnel and other organizations in contact with families of young children
- Completes district and state forms and reports
- Reports to district personnel on the status of the Parents as Teacher program

- Reviews current literature and attends and participates in professional meetings and other activities necessary to stay abreast of developments in the field
- Invoices the state for PAT services
- Ensures compliance with DESE expectations related to PAT services
- Attends community meetings related to early childhood or home visiting
- Attends trainings and professional development necessary to become a certified Parent Educator
- Maintains Parent Educator certification with annual professional development
- Networks with other PAT Coordinators across the region and state
- Works closely with the PAT DESE consultant for the region

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Executive Director of Elementary Education
Supervises: All Parent Educators and Staff

QUALIFICATIONS

Minimum: College Degree in Early Childhood Education, Education, Behavioral or Social Sciences, Social Work, or related field
Missouri teaching certification
Professional experience working with adults and young children
Attend training provided by the PAT National Center and subsequent DESE training thereafter to obtain PAT certification

Preferred: Masters or Doctorate Degree in Education, Early Childhood Education, Human Development & Family Studies, Social Work
Five years of experience in a program working with young children and their parents
Experience as a Parent as Teacher Educator
Missouri certification in one of the following areas: Early Childhood Education, Early Childhood-Special Education, Child Development

Ideal: The ideal candidate has both minimum and preferred qualifications and demonstrates the CPS values of trust, grace, integrity, collaboration, transparency, and empathy. He or she sees the best in others (colleagues, parents, children) and has demonstrated interest, ability and commitment in working with underserved or under-resourced families or families with multiple stressors.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as instructions and procedure manuals; Write simple reports and correspondence; Speak with colleagues, athletic staff, administration, and students

Computation: Perform basic mathematical functions such as adding, subtracting, multiplying, and dividing

Reasoning: Interpret instructions furnished in written, oral, diagram or schedule form; Solve problems when such problems have a variety of concrete variables

Technology: Demonstrate strong computer skills including word processing, spreadsheets, and databases; Learn new systems and software

Other Skills and Abilities: Work closely with a variety of staff members and demonstrate excellent interpersonal communication skills; Safeguard confidential information

Physical Demands: While performing the duties of this position an employee is regularly required to sit, talk and hear; frequently required to move about and use fingers and controls; Occasionally required to reach, bend, and lift and carry up to ten pounds; Close vision ability to look at a computer screen for long periods of time is required.

Attendance: Consistent and regular attendance is an essential function of this position

Conditions and Environment: The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodation to perform the essential job functions.

Equal Opportunity Employer