

REPORT SUMMARY SHEET

BOARD MEETING DATE: October 15, 2018

TITLE AND BRIEF DESCRIPTION: PAT Job Description Change

ACTION DESIRED: Approval

BACKGROUND: Changes were made to the job description to be consistent with other job descriptions in the district.

RECOMMENDATION: Approval.

SUPERINTENDENT'S APPROVAL: *Matt Davis*
For the purpose of submitting report

Job Title: Parent Educator – Parents as Teachers (PAT)

Reports to: PAT Coordinator

Qualifications: 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Parents as Teachers National Certification
- Required continuing education to maintain certification
- Minimum of 60 college hours (for hires after 7/1/2012)
- Minimum of two (2) years' experience in working with young children.
- Certificate in Early Childhood, Early Childhood Special Ed., Elementary Ed., Vocation FACS, Occupations Child Care or five (5) years' experience in a preschool setting preferred.

Performance Responsibilities:

1. Maintain regular attendance. Parent Educators will work the same number of days as regular teachers (with the ability to work additional if desired) with flexibility in scheduling work hours.
2. Comply with State Law and District Policies and regulations.
3. Maintain confidentiality and unquestionable integrity
4. Provide approximately 350 yearly personal visits to families on assigned caseload, sharing development information and addressing parent concerns.
5. Assist in the planning and facilitation of at least 4 group activities and meetings per year. Plus an additional 12 teen meetings and 8 play groups per year.
6. Provide screening services to approximately 200 children per year, birth to Kindergarten entry.
7. Monitor child's development (on caseload) and keeps parents informed of progress.
8. Maintains accurate and well organized records of all personal visits, contacts and screenings.
9. Provides and accesses resource network.
10. Attends all staff meetings.
11. Provides early detection of developmental delays and helps parents accept early intervention.
12. Provides Foundational curriculum activities and materials.

Communication Skills:

1. Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
2. Ability to effectively present information and respond to questions from parents.
3. Effectively communicate developmental issues to parents.
4. Demonstrate patience, warmth and maturity in dealing with children, parents and teachers.
5. Be outgoing, positive, and flexible.

6. Ability to develop and maintain a positive rapport with infants, toddlers and their parents.

Other Skills and Abilities:

1. Ability to establish and maintain effective and cooperative relationships with parents and colleagues.
2. Excellent oral and written communication skills.
3. Ability to perform duties in full compliance with the district requirements and school board policies.
4. Ability to maintain database of caseload and services rendered.
5. Ability to demonstrate good organizational skills.

Terms of Employment:

Must be available from August 1st to last day of current school year. Summer visits are optional.

Must be flexible and available for some evenings and weekends.

Evaluation:

Performance of the job will be evaluated in accordance with provisions of Board policy on Evaluation of Professional Staff.

Adopted: July 16, 2012

Revised: May 16, 2016
October 15, 2018