



Park Hill School District

Position Description

POSITION TITLE:	Parents As Teachers - Parent Educator
FLSA	Exempt
QUALIFICATIONS:	Minimum of 60 college credit hours, degree in early childhood education or related field of study preferred. Must obtain and maintain required certification as a parent educator.
REPORTS TO:	Coordinator - Gerner Family Early Education Center
TERMS OF EMPLOYMENT:	Work hours are established by home visit appointments set by Parent Educators, as well as screening and group events scheduled at the Gerner Family Early Education Center

ESSENTIAL JOB FUNCTIONS:

Parent Instructional Services

1. Demonstrates and imparts knowledge of child development, child rearing practices, and age appropriate activities.
2. Instructs parents on relevant information regarding child development, language, motor and social skills and age appropriate milestones.
3. Models and teaches appropriate verbal interactions, communication techniques, and behavior management techniques between parent and child.
4. Instructs and supports parents in developing strategies for strengthening their effectiveness.
5. Addresses parent concerns, research information, and connect parents to community resources as needed.
6. Implements the approved Parents as Teachers curriculum.

Student Screening Services

1. Monitors progress of child's development.
2. Conducts health and developmental screenings for children on an annual basis.
3. Provides verbal and written summaries of screening results to parents.

4. Recognizes and inform on behavior and/or development of child that deviates from expected norms.
5. Develops intervention strategies for areas of concern and provide appropriate in-service for parents to implement these strategies.
6. Makes appropriate referrals for additional evaluations or screenings as needed.

Organization And Management

1. Provides information on child development to client families.
2. Maintains files to include records of all screenings and transfer to appropriate elementary school.
3. Maintains program records for submittal for state reimbursement
4. Maintains accurate mileage and student contact records for reporting.

Interpersonal Relationships

1. Establishes good rapport and maintains an on-going positive relationship with each family in the program through active listening, encouragement, guidance and feedback.
2. Demonstrates positive interpersonal relations with district personnel.
3. Demonstrates positive interpersonal relations with outside agencies.

Professional Responsibilities

1. Participates in professional growth activities as required by district policy and PAT certification requirements.
2. Follows the policies and procedures of the school district.
3. Demonstrates a sense of professional responsibility, and exercises thoughtful independent judgment and discretion.
4. Participates in the planning and presentation of group connections meetings throughout the school year.