

Auburn-Washburn USD #437 Job Description

Job Title: Parent Educator

Job Code

Reports To: Director of Student Services

Summary

The parent educator provides leadership and coordination of the Parents As Teachers program according to guidelines established by the Kansas State Department of Education and Parents As Teachers National Center.

Essential Duties and Responsibilities

- Promotes public understanding and support of the Parents As Teachers program
- Plans and implements procedures to identify and recruit families
- Conducts visits with families
- Implements the curriculum provided by the Parents As Teachers National Center
- Gathers family data and maintains clear, well organized, and comprehensive records
- Collaborates with community agencies in providing services to improve the health and welfare of families
- Compiles and submits program evaluation data
- Provides information regarding child development and appropriate childrearing practices
- Provides information regarding neuroscience research and the implications for child development
- Individualizes presentations of information for each family
- Makes presentations at group meetings
- Shares results of screening with parents/guardians
- Observes strengths of parent(s) and child(ren) and recognizes behavior and/or development of child(ren) deviating from the expected norms
- Identifies inappropriate parental expectations and/or childrearing strategies
- Possesses good interpersonal skills
- Helps parents to be observers, to take responsibility for decisions regarding their child(ren)'s development, and to be actively involved in activities with their child(ren)
- Uses screening materials appropriately
- Practices confidentiality
- Plans and implements Parents As Teachers according to program guidelines
- Assumes responsibility for professional growth
- Researches materials and community resources needed to address parental needs, concerns, and/or questions
- Supervises parent-child playgroups during the assigned working day
- Supports the District's educational mission for all students and implements all Board regulations and policies in a fair and equitable manner
- Performs other tasks and assumes other responsibilities as the superintendent or designee may assign

Supervises

Staff members designated by the Board of Education, superintendent, or immediate supervisor

Qualification Requirements

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

Certificates/Licenses/Endorsements/Registrations

Parents As Teachers National Center certification required

Education and/or Experience

Bachelor's degree in early childhood education or related field preferred

Language Skills

Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations. Ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks. Ability to communicate clearly and concisely both in oral and written form.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Professional Conduct

Employee is required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to interact with staff and to meet demands from several people. The employee is responsible for the work output of others. On occasion, the employee may be required to work extended hours.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Auburn-Washburn Board of Education policies

Terms of Employment

Salary and work year to be established by the Auburn-Washburn Board of Education

Date Approved by the Auburn-Washburn #437 Board of Education: