



## Lone Jack C6 School District Parents As Teachers Educator

<b>Job Title:</b>	Parents As Teachers Parent Educator	<b>Department:</b>	Staff
<b>Reports to:</b>	Elementary Principal	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Non-Contracted	<b>Length of Contract:</b>	162 Days

### Summary

The job of a Parents as Teachers Educator is to provide personal instruction, demonstrate appropriate educational activities; and deliver research-based printed materials to parents or guardians regarding child development and related issues. To conduct child developmental screenings for children birth to age three in home settings, and assist in early childhood and kindergarten screenings as deemed necessary by district administration. To coordinate, plan, and lead group connections. To maintain mandatory records of personal visits, screenings, and group connections, and complete invoice and end of year reporting.

*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.*

### Essential Duties and Responsibilities of a Parents As Teachers Parent Educator

An individual who holds this position is required to:

- Implement the curriculum provided by the National Parents As Teachers Center and the local district's enhancements.
- Serve up to 60 families (currently 40 families enrolled.) conducting approximately 200-300 visits per year, including:
  - A minimum of six home visits per year per family, preferred.
  - Typically 5 - 10 evenings per month
  - Providing twelve parent group meetings/events opportunities per school year, preferred.
- Educator will schedule personal family visits at times deemed reasonable and agreeable to the family and educator, which will often include after school and evening visits.
- Coordinate services with other community programs with similar purposes, make recommendations for further screenings, evaluations, etc.
- Administer annually all preschool & preK developmental screenings in Fall & Spring for 0 - 3 year olds.

- Plan, prepare, and conduct play groups, parent group meetings, and support community events involving Parents As Teachers (health fairs, parent universities, speaking engagements, etc.)
- Complete and submit all required program evaluation and financial reports requested by district administration; including quarterly reports to DESE.
- Complete all required documentation regarding home visits, attendance records for Parents As Teachers events, screening summaries, and other reports requested by program coordinator.
- Produce a quarterly program newsletter and other communication to remind families of upcoming events, visits, and opportunities.
- Review and evaluate results of annual parent surveys and other evaluative measures.
- Actively recruit volunteer families to participate in the program.
- Attend required certification training and become certified as a parent educator.
- Attend required follow-up in-service training.
- Attend training and become qualified to administer developmental screenings.
- Adhere to all district health and safety policies.
- Other duties as assigned by Parents as Teachers district administration, which are consistent with the general requirements and qualifications of this position.
- Assist with incoming kindergarten enrollment & screening each Spring.
- Provide professional parent instruction and delivery of information to district families implementing the curriculum provided by the National Parents As Teachers Center.
- Plan advisory council meetings twice per school year.
- Perform other duties and responsibilities as determined by immediate supervisor or as needs arise.
- Parent educators are mandated reporters and therefore must abide by laws governing mandated reporters.
- Support and enhance the existing Parents As Teachers program.
- Represent the district at various community events supporting families and/or young children.
- Comply with all Lone Jack C6 School District policies, rules and regulations.

### **Qualifications**

An individual who holds this position is required to hold/maintain:

- Education
  - A Bachelor's degree in early childhood or related field of study, preferred;
  - High School Diploma or GED required.
- Experience
  - Two years prior supervised experience working with young children and/or parents.
  - Parents As Educators Training and License
    - PAT Foundational & Foundational 2
- Clearance of District background check

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

## **Conditions and Environment**

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing. This individual will be required to visit families in their home and other various locations.

*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 essential functions.*

## **Physical Demands**

An individual who holds this position must frequently move in and around family homes, buildings and grounds to visit families, attend meetings, and evaluate students. They also may be required to stand, sit, and/or kneel for an hour or more at a time. This individual must be able to hear and engage in a conversation effectively in a noisy environment. The individual who holds this position will be required to travel to and from homes and other meeting locations, sometimes in the dark.

## **Attendance**

Regular and consistent attendance is an essential function of this position.

## **Evaluation of Performance and Employment**

The evaluation of performance will be conducted by the Elementary Building Principal based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

*As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.*

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Please report any incidents of bullying or harassment to your building  
Title IX Coordinators & Compliance Officers.

*Kelly Stockhorst, Student Services Director*  
313 S Bynum  
[kstockhorst@lonejackc6.net](mailto:kstockhorst@lonejackc6.net)

*Todd Brendel, MS Principal*  
313 S Bynum  
[tbrendel@lonejackc6.net](mailto:tbrendel@lonejackc6.net)  
819-697-3539

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