

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Parents as Teachers Coordinator
Reports To: Assistant Superintendent of Student Services

SUMMARY

Provides for the smooth implementation of the Parents as Teachers program according to Department of Elementary and Secondary Education (DESE) guidelines and District Policy.

QUALIFICATIONS/REQUIREMENTS

The Parents as Teachers Coordinator shall be codified as a PAT educator in the State of Missouri and preferably have experience as a Parent as Teachers (PAT) educator. A Bachelor's degree in education or a related field is required.

ESSENTIAL JOB DUTIES

- Coordinates the work of PAT staff members.
- Plans, implements and reports program procedures as mandated by DESE guidelines.
- Identifies and recruits families for parent education.
- Researches, adapts, and maintains curriculum and parent materials.
- Arranges and schedules developmental screening.
- Supervises the scheduling of developmental screenings and processes referral as necessary.
- Prepares screening reports for parents and makes referrals as necessary.
- Plans and conducts parent group meetings.
- Supervises the planning and implementation of group meetings.
- Maintains contact with community agencies and resources.
- Supervises and maintains all program record keeping.
- Conducts program correspondence and appropriate public relations activities.
- Retains Supervisor/Parent Educator certification through Parents as Teachers National Center.
- Attends to personal family visits.
- Schedules and conducts bi-annual internal and external advisory council meetings.
- Compiles PAT, application and end-of-the-year closeout report.
- Compiles PAT application, invoicing, and final report for DESE and PAT National Center.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Assistant Superintendent of Student Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Parents as Teachers Coordinator shall be employed on a twelve-month basis with five weeks of vacation. Salary for the position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.