



**GODDARD USD 265  
CERTIFIED JOB DESCRIPTION**



<b>POSITION:</b>	Parents as Teachers Parent Educator
<b>RESPONSIBLE TO:</b>	Assistant Superintendent for Academic Affairs
<b>EVALUATED BY:</b>	Assistant Superintendent for Academic Affairs
<b>TERMS OF EMPLOYMENT:</b>	Part-time 20 hrs/wk
<b>JOB DESCRIPTION:</b>	The Parent Educator provides parent education through regular personal visits implementing Parents as Teacher curriculum. Educator will assess family needs and provide developmentally appropriate information, guidance, and support to parents. The Parent Educator will coordinate services with other community programs offering services to parents and their young children

**ESSENTIAL DUTIES AND EXPECTATIONS**

1. Successfully complete Parent as Teachers training, follow-up training and certification as a parent educator.
2. Maintain current certification as a parent educator, by completing the required professional development hours for years of service.
3. Serve 15 -20 families, making personal visits to each and conducting monthly group meetings.
4. Complete all required documentation regarding home visits, attendance records for group meetings and other Parents as Teachers events, program evaluations, screening summaries, and all essential records required by the program, in a timely and comprehensive manner.
5. Support families in seeking appropriate resources when needed based on the results of the screenings.
6. Actively recruit families to participate in the program.
7. Participate in regular supervision with the Parents as Teachers supervisor and engage in setting personal goals for self-development.
8. Engage in on-going learning about issues related to cultural sensitivity and competency.
9. Demonstrate an appropriate level of knowledge about what promotes optimal parent-child interaction and infant, toddler, and child development.
10. Participate in reviewing and analyzing results of evaluation tools used by program.
11. Perform any other duties deemed appropriate by the director.

12. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program

## **REQUIRED QUALIFICATIONS**

Individual will have earned a minimum of 60 hours of college credit in a field related to early childhood and demonstrated experience working with young children and their parents. Possesses effective communication skills and is comfortable relating to parents and/or professionals in the community.

## **PERFORMANCE ASSESSMENT**

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I HAVE RECEIVED AND READ THIS JOB DESCRIPTION.

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Teacher Signature

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Date

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Supervisor Signature

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Date