



# **SOUTHWEST PLAINS REGIONAL SERVICE CENTER**

*Professional Learning...Innovative Solutions*

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TITLE: Parent Educator for Parents as Teachers

REPORTS TO: Kim Mauk, CEO and Maria Ortiz-Smith, Coordinator

OBJECTIVE: To administer Parents as Teachers (PAT) program Parent Educator services including monthly or bi-monthly home visits, and planning and executing monthly family engagement activities. Perform daily operational functions through interaction with families and the community; collaboration with administration, and superintendents of contracting school districts; and Southwest Plains Regional Service Center's PAT coordinator. Foster the district focus of preparing students to be ready for college and careers.

**ESSENTIAL FUNCTIONS:**

1. Punctual, regular, and predictive attendance in accordance with family and district schedules;
2. Deal with confidential information and/or issues, using discretion and good judgment;
3. Initiate and/or administer the PAT Parent Educator responsibilities following national and state PAT requirements and guidelines;
4. Complete required trainings;
5. Advocate for the PAT program and families;
6. Promote and support the philosophy and mission of Parents as Teachers National Ctr.;
7. Manage a home office with internet access;
8. Communicate regularly with PAT coordinator;
9. Promote and support the mission and vision of the local school district;
10. Support the philosophy and mission of Parents as Teachers;
11. Comply with school board policy in the provision of duties; and
12. Perform other duties as assigned.

*Southwest Plains Regional Service Center does not discriminate on the basis of sex, race, color, national origin or ancestry, age, handicap or political affiliation. Southwest Plains Regional Service Center is an Equal Opportunity Employer.*

**ESSENTIAL PHYSICAL FUNCTIONS:**

1. Ability to lift 5-8 pounds;
2. Ability to sit on and get up and down off of the floor for periods of a time; and
3. Occasional stooping, bending, lifting, and reaching.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Demonstrated ability to work with adults and their young children;
2. Ability to travel to home visits, meetings, group connections;
3. Ability to be contacted by phone during working hours;
4. Ability to work and travel outside of normal business hours;
5. Independent problem solving ability;
6. Strong communication and interpersonal skills; and
7. Ability to follow verbal and written instructions.

**MINIMUM QUALIFICATIONS:**

1. Valid driver's license;
2. High School Diploma and two years of supervised experience in working with children;
3. Knowledge of technology and ability to apply knowledge to assigned areas of responsibilities.

**WORKING CONDITIONS:** Required to work in a variety of settings and must be willing to adjust work strategies to accommodate limitations.

Job description approved by Board: