



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

## Parents As Teacher Educator

### FLSA Status:

Exempt

### Education:

60 college hours with relevant work experience

### Certification and Licenses:

Preferred teaching certification or Social Work certification according to the state of Missouri

Parent Educators are required to attend a DESE-approved training to work in the program

Valid Driver's License & Evidence of Insurability

### Clearances:

Criminal Justice  
Fingerprint/Background  
Clearance

### Support Staff Salary

**Schedule:** Range 25

### Reports to

Executive Director of Pupil Services

### Terms of Employment

183 days, with benefits according to Board policy

### Purpose Statement

The job of Parent Educator is done for the purpose/s of providing the strategies and support dedicated to creating a link between home and school for a family's success. Instruction to parents in the areas of parenting and child development and educational support to parents of preschool children (prenatal to kindergarten entry); acting as a liaison between school and community; providing information on educational and related support services available to eligible students and families; conveying information regarding school and/or district activities and procedures; and assessing the need to make referrals to families to other agencies

### Essential Job Functions

- Provides developmentally appropriate information, observations and support to parents in their role as their child's first teacher in a home based program.
- Maintains an accurate log of parent contact time and activities that support child development.
- Demonstrates extensive knowledge of child growth, skill acquisition, parenting and issues related to typical and atypical growth.
- Shares relevant information, resources and activities on development, language, motor, and social skills with parents/care givers in the home and at community connection events.
- Models appropriate verbal interactions communication techniques and self-regulating behaviors.
- Screens and monitors child progress in cognition, language, motor and affective development, and provides referrals as necessary to community resources.
- Plans for and implements home based programming to strengthen parent effectiveness.
- Maintains files and records for documentation.
- Establishes good rapport with families, community resources, team members and district personnel, demonstrating active listening, encouragement, guidance and feedback.

- Actively recruits high risk families.
- Ability to travel to various locations.
- Consistent and regular attendance is an essential function of the position.
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Helps develop and distribute the yearly parent survey.
- Helps review and evaluate Parent Involvement Policy.
- Exhibits dependability in assigned duties.
- Displays appropriate personal and professional traits that exhibit a positive role model for students and parents.
- Establishes and maintains good rapport with students, school staff, families, and the community.
- Participates in district professional development, as requested.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adhere to all district rules, regulations, and policies.
- Adheres to good safety practices
- All other duties as required or assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: early childhood development and learning; community resources and principles of a community services program; school educational programs; codes/laws/rules/regulations/policies; and English grammar/punctuation/ spelling/vocabulary.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with other; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; including those with varying educational levels, without judgment or bias; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working flexible hours; and working as part of a team.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Must have the ability to lift 10-30lbs on occasion. Generally the job requires 34% sitting, 33% walking, and 33% standing.

### **Conditions and Environment**

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.