



Board of Education of the City of St. Louis  
CAREER OPPORTUNITY

<b>Position Title:</b>	Parents as Teachers (PAT) Coordinator
<b>Payroll/Personnel Type:</b>	11 Month Position
<b>Reports to:</b>	Director – Early Childhood

**Position Summary:**

The Parents as Teachers program seeks to strengthen district families, and consequently maximize the development and performance of potential and current SLPS students, age prenatal to 5. The Parents as Teachers Coordinator is responsible for overseeing all aspects of the St. Louis Public Schools Parents as Teachers Program. The Coordinator serves under the Associate Superintendent of Elementary Schools, and within the Early Childhood/Early Childhood Special Education Department.

**Essential Functions:**

- Plan, implement and monitor the delivery of services for the Parents as Teachers Program as mandated by SB 658 Early Childhood Development Act, the Missouri Department of Elementary and Secondary Education, and the Early Childhood Education Department of St. Louis Public Schools.
- Supervise, monitor, and evaluate a staff of up to 12 Parent Educators or Lead Parent Educators.
- Monitor records and data entry of Parent Educators to determine compliance with S.B. 658 guidelines.
- Conduct regular staff meetings, consultation observations, and monthly individual reflective supervision with all Parent Educators.
- Attend meetings, in- services, seminars and conferences to enhance personal professional development, maintain Parent Educator certification, and provide resource information to Parent Educators at staff meetings and in- services.
- Develop and implement supplemental resources and parent resource materials which support the beliefs of the PAT model.
- Conduct parent education for a minimum of 5 families of children age birth through K, and complete the developmental assessment for all age eligible children within this caseload.
- Assist with planning and implementation of system-wide procedure to recruit and enroll parents into the PAT program and monitor the acquisition of families by Parent Educators.
- Coordinate and monitor resource/referral contacts with schools and community agencies.
- Participate in activities and projects of Early Childhood Education/Early Childhood Special Education in which Parents as Teachers has a role.
- Oversee and monitor group meetings offered to parents.
- Plan and maintain community awareness and promotion of program services, including a meeting of the Community Advisory Board two times per year..
- Maintain and monitor the budget for the PAT program.
- Maintain and submit records and reports as required by the Associate Superintendent of Elementary Schools



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- Coordinate regular evaluation of the effectiveness of PAT services

**Experience:**

- Demonstrated ability to work with adults and young children
- Demonstrated ability to organize and carry out a many-faceted program
- Successful completion of PAT Model Implementation training (can be done after hire)
- Current Parent Educator certification (or reactivation upon hire)

**Education:**

- Bachelor's degree or beyond in early childhood education, education, behavioral or social sciences or a related field.

**Knowledge, Skills, and Abilities:**

- Ability to effectively work and interact with others.
- Ability to organize and prioritize job assignments for staff
- Ability to manage area of responsibility and complete tasks independently
- Strong people and team building skills
- Strong problem-solving ability
- Must conduct self in a professional manner at all times
- Must use mature judgment, respect confidentiality, and report results diplomatically
- Must possess strong written and oral communication skills, as well as strong computer skills
- Must exercise sound judgment in reviewing and evaluating performance of staff

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear.
- The employee is occasionally required to stand; walk and stoop, kneel, crouch.
- The employee must occasionally lift or move up to 25 pound.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Working Conditions and Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually quiet.

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

