



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

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<b>Position Title:</b>	Parent Educator
<b>Payroll/Personnel Type:</b>	10 Month
<b>Reports to:</b>	PAT Coordinator

**Position Summary:**

St. Louis Public Schools Parents As Teachers Program is seeking qualified individuals for the position of Parent Educator who are committed to helping all children learn. The Parent Educator will recruit and enroll families with children prenatal to three years of age for program services. During home visitations parent educators, share information about early childhood development with parents. This is a full-time, 10-month position. Availability to work evenings and Saturdays is required.

**Essential Functions:**

- Recruit families with children from prenatal to three years of age to enroll in the parents as teachers program
- Schedule, plan and conduct private visits with families and complete developmental screenings of age-eligible children
- Plan and conduct selected parent group meetings and assist with childcare at parent group meetings
- Maintain and submit accurate records according to guidelines for Senate Bill 658 and other program requirements
- Answer routine questions pertain to the PAT Program
- Refer parents to appropriate service groups/programs for follow-up to parental concerns
- Maintain certification as a parent educator through the Missouri Department of Elementary and Secondary Education
- Attend staff meetings, in-services, and other program-related professional development sessions
- Maintain confidentiality of information about families and children
- Provide PAT services for families evenings and Saturdays as necessary
- Perform other duties assigned by the coordinator

**Knowledge, Skills, and Abilities:**

- Broad knowledge base in early childhood development
- Positive interpersonal skills
- Excellent organizational ability

**Experience:**

- Minimum 60 college hours in early childhood or a related field and/or five years experience working with young children
- Experience working with families of young children prenatal through age three (preferred)

**Education:**

- High School Diploma or its Equivalent (required)
- Minimum of 60 college credit hours in elementary education, early childhood education, early childhood special education, social work, vocational home economics, occupational childcare services or nursing (required)



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**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.

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***