



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

Position Title:	Parents as Teachers (PAT) Coordinator
Payroll/Personnel Type:	11 Month
Reports to:	Director of Early Childhood Education

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:

- Recruit families with children from prenatal to three years of age to enroll in the Parents as Teachers Program
- 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
- Coordinate regular evaluation of the effectiveness of PAT services

Knowledge, Skills, and Abilities:

- Ability to effectively work and interact with others
- Ability to organize and prioritize job assignments for staff



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- 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

Experience:

- Demonstrated ability to work with adults and young children
- Demonstrated ability to organize and carry out a many-faceted program

Education:

- Bachelor's Degree or beyond in Early Childhood Education, Education, Behavioral or Social Sciences or a related field (required)
- Current Parent Educator certification (or reactivation upon hire)
- Successful completion of PAT Model Implementation training (can be done after hire)

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

Immediate Supervisor

Date

Date

Human Resources

Date



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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.