



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: April 18, 2017

TITLE: Approval of New Position – Parent Educator Coordinator

BACKGROUND:

The Parents as Teachers program continues to grow and requires a coordinator to provide leadership and oversee the program on a daily basis, including personnel and budget responsibilities.

Position will replace a vacant Parent Educator position.

The position will work a fiscal year schedule and will be paid at Range H on the Classified/Support Staff salary schedule.

A copy of the job description is attached.

RECOMMENDATION:

It is the recommendation of the administration that the Parent Educator Coordinator position be approved.

INITIATED BY:

Michael Bejarano

Michael Bejarano, Director of Human Resources

Date: April 7, 2017

Patrick Nelson

Patrick Nelson, Superintendent

PARENT EDUCATOR COORDINATOR

QUALIFICATIONS

A. REQUIRED

- High school diploma or GED **and**;
- Associate's degree or higher **or**;
- At least two years of study at an institution of higher education **or**;
- Passing score on a skills assessment.
- Three years of previous experience working in an early childhood educational setting, social service or in a health-related program.
- Strong working knowledge of Microsoft applications (Word, Excel, Outlook and Publisher)
- Possession of a valid Arizona driver's license

B. DESIRED

- Bilingual or multilingual preferred.

SUMMARY

Provides training, support and information to parents that will enable them to enhance their children's intellectual, language, physical and social development from birth to age five. He/she will work with the program and District personnel, parents and community groups to implement the Parents as Teachers Model, including the essential requirements necessary for model fidelity. Provides leadership and oversees the program. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Director of State & Federal Intervention Programs

ESSENTIAL FUNCTIONS

- Coordinates, oversees and participates in all activities of the Parents as Teachers Program
- Regularly attends and actively participates in the collaborative supervisor team meetings, and supports all collaborative efforts
- Serves as a liaison and collaborates with the community, outside and state agencies, as necessary; a referral source between parents, the school, and community agencies
- Provides support to staff and participates in daily activities essential to the completion of program objectives; including, but not limited to, family surveys and assessments, home-based family well-being, referral and coordination, family plan development, curriculum and documentation of services
- Provides parents with research-based techniques and strategies to use in fostering children's intellectual, language, social, motor and emotional development
- Assures adequate support functions within program area, including record keeping, case record storage, communications, personnel issues, program maintenance services, and ordering supplies where appropriate
- Refers families for additional child assessment when needed
- Participates in the program budgeting process including development and grant assistance
- Conducts staff meetings and workshops relative to the selected programs to maintain certification
- Develops lesson plans and facilitates Group Connections focusing on parent-child interactions, development-centered parenting, or family well-being
- Organizes and facilitates training opportunities and sharing of staff expertise for assigned program area
- Works with other District personnel (e.g., Board members, principals and nurses) in the recruitment of families, the dissemination of information, and the preparation of school (Kinder) readiness
- Assists Director of State and Federal Programs with the fiscal management of program, including monitoring of income and expenditures as applicable to the program area
- Monitors staff caseloads and work assignments Maintains detailed and accurate logs
- Participate in community opportunities to promote and explain PAT program goals and services to facilitate referrals and the importance of early intervention
- Interviews and selects candidates to fill open positions when requested, following agency protocols and personnel procedures

ESSENTIAL FUNCTIONS (continued)

- *Serves as an advocate on behalf of young children and their families to improve the quality of programs and services, and enhance professional status and working conditions for PAT staff*
- Evaluates program areas and service needs on a regular basis according to district, funding, and quality assurance standards
- Promotes parent and community participation in advisory committees, volunteer programs, and school functions
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports District-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to engage with a diverse population of families (e.g., refugees, teen parents, and children with special needs)
- Ability to effectively communicate, both orally and in writing
- Ability to evaluate written materials
- Ability to understand and carry out detailed written and oral instructions
- Ability to work alone and as part of a team
- Ability to multi-task, be highly organized, and attend to detail
- Ability to perform close vision work, with or without reasonable accommodations
- Ability to operate standard office equipment