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**BOARD AGENDA ITEM**

Information/Discussion \_\_\_\_\_  
Future Action \_\_\_\_\_  
Action   X  

Item: Lead Parent Educator

Submitted by: Ashley Karsten

Date:   5/3/2023  

Recommended by: Ron Gorman

Board Meeting Date:   5/15/2023  

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**RECOMMENDATION:**

It is recommended that the Kent ISD Board of Education a Lead Parent Educator Position for Bright Beginnings. This position is a 260 day classified position at a Grade 5b that reports to the Supervisor of Bright Beginnings.

**BACKGROUND:**

Bright Beginnings is a program of the Kent ISD that utilizes a comprehensive home visiting, strength-based parent education model developed by Parents as Teachers (PAT) to serve families with children prenatal to kindergarten entry in Kent County. Bright Beginnings supports with the knowledge needed to understand their child's development and the skills necessary to promote healthy development leading to improved kindergarten readiness.

As the need for early childhood supports for families increases, Bright Beginnings is working to meet the needs of our districts, families and children. Bright Beginnings continues to employ a growing number of Parent Educators that require intensive reflective supervision on a monthly basis. Currently, Bright Beginnings is at capacity with the one Lead Parent Educator that is on staff. An additional Lead Parent Educator would allow Bright Beginnings to meet the needs of the districts and community by hiring more parent educators.



## POSITION DESCRIPTION

**Title:** LEAD PARENT EDUCATOR/ COACH - BRIGHT BEGINNINGS  
EARLY CHILDHOOD PROGRAM

**Classification:** Non-Union Professional Hourly

**Reports To and  
Evaluated By:** Supervisor – Bright Beginnings Early Childhood Program

**Terms of  
Employment:** 260-day (40 hours per week, year-round, 1 FTE) position subject to all  
rules and regulations covering classified personnel.

**Positions  
Supervised:** None.

### **BROAD STATEMENT OF RESPONSIBILITIES:**

Supporting the Supervisor of Bright Beginnings to implement the Parents as Teachers program by serving as a lead to Parent Educators within the Kent Intermediate Superintendents Association (KISA) regions.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Works directly with Supervisor to observe Parent Educators at home visits and playgroups, conducts file reviews, and other requirements to maintain program essential requirements and quality standards.
2. Implements the Parents as Teachers program with fidelity, attends PAT Community of Practice, leadership meetings, and other meetings as needed.
3. Carries a year-round small caseload of home visiting families with children from prenatal through five (5) years of age for participation in program services coordinated by the district, constituent districts and other partners in the county-wide community resource network.
4. Attends and co-leads monthly staff meetings as well as leading individual monthly reflective supervision with Parent Educator/ Coaches.

5. Maintains all reports including daily log of activities and the collection of information from participants for program needs assessment and evaluation. Must be self-motivated and can work on your own daily.
5. Continuously grows and pivots with changing practices and conveys updates with staff through trainings and personal development.
6. Participates in required trainings.
7. Assists with hiring, onboarding, and training of new Parent Educators/ Coaches.
8. Collaborates with other Lead Parent Educator(s) to build effective relationships among the staff and to lead learning.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Bachelor's degree in Child Development, Education, Social Work, Family Studies or related field preferred.
2. Minimum of three (3) years of successful home visiting experience using the Parents as Teachers model, with current Model, Foundational, and Foundational 2 (3-K) certifications.
3. Must have excellent communication and interpersonal skills to reflect and problem solve with staff for phone, email, in-person, or virtual meetings.
4. Possess skills in building meaningful, constructive relationships with families and staff using a coaching model are required. Must be an individual with experience and knowledge with young children parental- age 5 and their stages of development.
4. Ability to effectively use Google Suites, Microsoft Office, Word and Excel. Strong technology skills are needed for video and phone conferencing.
5. Enjoys a positive work environment that embraces encouragement and healthy mental well-being.
6. Embraces an environment that celebrates, respects, and values diversity, where teaching and learning are made relevant and meaningful to families of various cultures.
7. Demonstrate ability to effectively communicate written and verbally and to work cooperatively with local school district, community agency staff, and Parent Educators.
8. Must be a self-directed, non-judgmental individual with a professional manner and strong time management skills.

9. Complete accurate and timely data entry and collection details into complex data management system.
10. Requires extensive travel with your vehicle, visitation in private homes, some evenings and ability to work flexible hours.
11. Comply with applicable school policy, regulations and laws.
12. Maintain regular and consistent employee attendance
13. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

