

(12 months) Part-time Position  
CLASSIFIED EMPLOYEES  
SHAWNEE MISSION PUBLIC SCHOOLS  
POSITION DESCRIPTION

POSITION TITLE: Parent Educator

DIVISION: Leadership & Learning      DEPARTMENT: Early Childhood Education

DAYS SCHEDULED: 12 Months

SALARY SCHEDULE: PARTCH

REPORTS TO: Chief of Early Childhood Education/Sustainability

I GENERAL DESCRIPTION

To provide the Parents as Teachers (PAT) services to assigned families residing in the Shawnee Mission School District with children prenatal to age 3.

II EXAMPLES OF DUTIES AND RESPONSIBILITIES

- A. Serve a caseload of families in accordance with established program guidelines. Conduct home visits, discuss developmental information, positive parenting techniques, and provide program materials. Educator must be available to conduct home visits and other PAT activities on weekdays, evenings, and weekends.
- B. Organize, facilitate, and present classes for parents and group meetings for parents of children birth to 36 months of age.
- C. Prepare and maintain a variety of documentation, digital or manual form, of assigned parents/students in accordance with established guidelines and program requirements.
- D. Provide regular screening and monitoring of children's development and provide feedback to families of results, with recommendations as needed for additional services.
- E. Staff and maintain the resource/play center.
- F. Collaborate with other program personnel, school staff, and community agency professionals for the purpose of providing community resource connections and referrals.
- G. Maintain yearly certification as required by the Kansas State Board of Education/National PAT Center.
- H. Follow state guidelines as required by the Kansas State Department of Education.
- I. Attend and participate in a variety of meetings (i.e. including reflective supervision, staff meetings, training, individual parent conferences, etc.) for the purpose of conveying or receiving information required to successfully

provide services to families and meet annual district and national PAT requirements.

J. Additional responsibilities as assigned.

K. Possible additional duties commensurate with the job and experience.

### III TRAINING, SKILLS, AND EXPERIENCE REQUIRED

A. Experience working with parents and their young children.

B. Ability to communicate with parents, children, school personnel, community, and civic organizations, and other professionals.

C. Successful completion of the Parents As Teachers Institute training in foundational and model implementation curriculum necessary to provide services to families and children. Evidence of current foundational and model implementation certification is preferred,

D. Bachelor's degree in early childhood education or related field.

E. Spanish speaker preferred but not required

F. Must have a valid driver's license, insurance, and access to a personal vehicle.