



EDUCATION . . .  
*Road To Success*

**HANCOCK PLACE  
SCHOOL DISTRICT**

**SECTION: 500 Support Staff Positions**  
**TITLE: 024 Parent Educator**

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<b>TITLE:</b>	Parent Educator
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* Successful completion of DESE-approved training in parent education (a minimum of 30 hours of pre-service training), AND certification for Parents as Teachers (regardless of previous training or experience).</li><li>* Complete annual inservice training to maintain Parents as Teachers certification.</li><li>* Minimum 2-year Associate's Degree or 2-year certificate program in Early Childhood Education and/or Child Development.</li><li>* Strong personal initiative and ability to work in a school environment.</li><li>* Strong interpersonal and written communication skills, with the ability to develop positive working relationships with parents, community members, school staff, advisory councils, and the Board of Education.</li><li>* Must have valid drivers license and provide own transportation to perform all required responsibilities.</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Early Childhood Director
<b>SUPERVISES:</b>	None
<b>TERM OF POSITION:</b>	Part-time position (12-months)
<b>SALARY:</b>	Hourly wage
<b>VACATION:</b>	None
<b>JOB GOAL:</b>	The goal of the Parent Educator is to provide instruction and developmental information to pre-natal parents and parents of infants and preschool-age children through the Parents as Teachers Program.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Maintains PAT records for each family served, logs appropriate information, and submits reports in a timely manner.</li><li>* Provides home visits for families and group visit activities as directed by the PAT Coordinator.</li><li>* Assists in the screening process for children from birth to kindergarten age; provides verbal and written summaries of screening results to parents; refers children with developmental concerns; completes appropriate referral forms; addresses parent concerns; assist and instruct parents in behavior management, physical development, language development, and conceptual learning exercises and activities.</li><li>* Develops individual lessons covering self-help, motor, social, cognitive, and language skills development to assist parents in implementing in-home learning activities.</li><li>* Observes and assesses child's responses to obtain information relating to the child's mental and physical development.</li></ul>



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- \* Participates in professional growth activities as required by the district's policies and/or PAT certification requirements.
  - \* Maintain confidentiality on all school-related matters.
  - \* Perform any and all other duties as dictated by law and/or assigned by the PAT Coordinator, the Assistant Superintendent or Superintendent.

Hancock Place School District  
Date Approved: February 11, 2009