



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

Position Title:	Parent Educator
Payroll/Personnel Type:	12 Month
Job #:	7032
Reports to:	PAT/PIIP Coordinator
Shift Length:	8 Hours a Day
Union Eligibility:	Eligible

Position Summary:

St. Louis Public Schools Parents as Teachers Program is seeking qualified individuals for the position of Parent Educator who are committed to helping all children learn. The Parent Educator will recruit and enroll families with children prenatal to three years of age for program services. During home visitations parent educators, share information about early childhood development with parents. This is a full-time, 10-month position. Availability to work evenings and Saturdays is required.

Essential Functions

- Recruit families with children from prenatal to 5 years of age to enroll in Parents as Teachers Program
- Schedule, plan and conduct private visits with families of age eligible children (prenatal – 5 years old)
- Complete developmental screenings for age eligible children (3mos – 5yrs old)
- Plan and conduct monthly community and bi-weekly teen group connections
- Attend monthly staff meetings and monthly individual reflective supervision with PAT/PIIP Coordinator
- Must be able to productively work independently
- Must be organized and accountable
- Maintain and submit accurate records/documentation, keeping in compliance with the Parents as Teachers National Center and MO DESE
- Maintain confidentiality of information about PAT families and children
- Refer families to the appropriate resources based on the family's needs
- Maintain certification as a parent educator through the PAT National Center and MO DESE
- Personal reliable transportation (necessary to provide home visits, developmental screenings, and group connections)
- Competent computer skills including word, excel, email, word processing and the ability to learn to the PAT data tracking system
- Flexibility in weekly work schedules to accommodate families availability to receive private visits and developmental screenings
- Provide PAT services for families (Evenings and Weekends, as necessary)
- Perform other duties assigned by the PAT/PIIP Coordinator

Knowledge, Skills, and Abilities:

- Broad knowledge base in early childhood development
- Positive interpersonal skills
- Excellent organizational ability



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Experience:

- Experience working with families of young children prenatal through age three (required)

Education:

- Bachelor's degree or certification in Early Childhood, Early Childhood Special Education, Human Development and Family Studies, Family and Consumer Science Education, Elementary Education, or a related field such as Counseling, Nursing or Social Work. (preferred)
- Two-year associate degree or two-year certificate program in Early Childhood Education, Child Development or Nursing or 60 college hours and three years of successful work experience in a program working with young children and their parents (required)

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
- Requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment

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

Date

Immediate Supervisor

Date



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Human Resources

Date

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.