



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

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<b>Position Title:</b>	PAT/PIIP Coordinator
<b>Payroll/Personnel Type:</b>	11 Month
<b>Job #:</b>	8673
<b>Reports to:</b>	Director of Early Childhood
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Parents as Teachers program seeks to strengthen district families, and consequently maximize the development and performance of potential and current SLPS students, age prenatal to 5. The Parents as Teachers Coordinator is responsible for overseeing all aspects of the St. Louis Public Schools Parents as Teachers Program.

**Essential Functions:**

- Plan, implement and monitor the delivery of services for the Parents as Teachers Program as mandated by SB 658 Early Childhood Development Act, the Missouri Department of Elementary and Secondary Education, Parents as Teachers National Center, and St. Louis Public Schools
- Supervise, monitor, and evaluate a staff of a clerk typist, Parent Educators, PIIP Childcare Specialists and Childcare Attendants
- Supervise the identification of pregnant and/or parenting students, both male and female who are in need of pre- and post-natal care and care for both infants and toddlers.
- Supervise the parenting skills and child management classes for pregnant and parenting adolescents
- Monitor records and data entry of Parents Educators to determine compliance with S.B. 658 guidelines
- Monitor and facilitate the continued re-licensure and operation of the CRIB/Infant-Toddler Day Care Centers
- Monitor the activities of all PIIP programs
- Conduct regular staff meetings, consultation observations, and monthly individual reflective supervision with Parent Educator, PPI Childcare Specialists, and Childcare Attendants
- Develop and implement supplemental resources and parent resource material which supports the belief of the PAT model
- Coordinate and monitor resource/referral contacts with school and community agencies
- Coordinate and supervise the activities of the four components of PAT and PIIP
- Oversee and monitor PAT group connections offered to parents
- Give guidance to PIIP staff in their role as a liaison between the schools and community agencies
- Supervise counseling and guidance services for PIIP participants
- Plan and maintain community awareness and promotion of program services through recruitment activities and making presentations to community agencies, schools and organizations on behalf of the PAT/PIIP program, collaborative efforts with other resource agencies
- Prepare the monthly DESE invoices and monitor the budgets for the PAT/PIIP programs
- Coordinate regular evaluation of the effectiveness of the PAT/PIIP services



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- Provide staff development and in-service training, attend meetings, seminars and conferences to enhance personal, professional development and to provide resource information to enhance staff meeting in-services
- Maintain and submit reports as mandated by the PATNC and MO DESE
- Responsible for fiscal management, which includes program budget planning, budget implementation and monitoring of expenditures
- Responsible for securing program funds and writing proposals for funds
- Recruit families with children from prenatal to 5 years of age to enroll in the Parents as Teachers program
- Schedule, plan and conduct parent education to families through Private Visits
- Complete developmental screenings for age eligible children
- Schedule, plan and conduct group meetings for community and teen families in the PAT/PIIP programs
- Complete data entry into Visit Tracker
- Maintain certification as Parent Educator
- Monitor and maintain staff Parent Educators certifications through the PATNC and MO DESE
- Maintain annual renewal for PAT program
- Maintain confidentiality of all records and info about families and children
- Provide information and program materials to individuals or organizations to publicize program services
- Monitor and supervise referrals, follow-up with families that are referred and the agency that the family is referred to ensure needs of the families are addressed with appropriate resource
- Competent computer skills
- Personal reliable transportation (necessary to travel to PIIP sites, provide home visits, developmental screenings and group connections)
- Perform other duties assigned by the Director of Early Childhood

**Knowledge, Skills, and Abilities:**

- Ability to effectively work and interact with others
- Ability to organize and prioritize job assignments for staff
- Ability to manage area of responsibility and complete tasks independently
- Strong people and team building skills
- Strong problem-solving ability
- Must conduct self in a professional manner at all times
- Must use mature judgment, respect confidentiality, and report results diplomatically
- Must possess strong written and oral communication skills, as well as strong computer skills
- Must exercise sound judgment in reviewing and evaluating performance of staff

**Experience:**

- Demonstrated ability to work with adults and young children
- Demonstrated ability to organize and carry out a many-faceted program



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**Education:**

- Bachelor's Degree or beyond in Early Childhood Education, Education, Behavioral or Social Sciences or a related field (required)
- Current Parent Educator certification (or reactivation upon hire)
- Successful completion of PAT Model Implementation training (can be done after hire)

**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
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**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

\_\_\_\_\_  
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.***



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