

Parents as Teacher Lead Parent Educator

Provides supervision and support for the Parent Educator in the performance of their duties. Provides Parents as Teachers services for eight families by working in partnership with families in their home to meet their unique needs through strengths-based assessment and goal setting. This position works with pregnant mothers, and parents who have children birth to five years of age to understand child growth and development and to enhance their role as their child's first and lifelong teacher. Emphasis is placed on the home being the child's primary learning environment

ESSENTIAL FUNCTIONS

Key Performance Area – Supervision of Parent Educators

- Provides support and guidance to Parent Educators
- Regularly meets with Parent Educators to provide reflective supervision and assure compliance with PAT standards
- In collaboration with Human Resources Manager, follows disciplinary procedures as required
- Conducts introductory appraisals with Parent Educators within 90-days of hire
- Conducts annual performance appraisal in May of each year
- Assists in identifying individual training goals using the Individual Training Plan form
- Conducts personal visit and group connection observations as required in the PAT Quality Assurance Blueprint

Key Performance Area – Supervision Recordkeeping and Reporting

- Inputs data into the Visit Tracker Data management system
- Regularly monitor Visits Tracker to ensure Parent Educators document services including personal visits, referrals, goals, screenings, assessment and follow-up in a complete and timely manner.
- Documents quality and fidelity monitoring in the PAT Quality Assurance blueprint
- Responsible for accuracy of all Parent Educator reports

Key Performance Area – Service delivery Recordkeeping and Reporting

- Monitor screening timelines and assures timely completion and follow-up by contacting appropriate staff for completion of requirements
- Inputs data into the Visit Tracker system to document personal visits, referrals, goals, screenings assessments and follow-up in a timely manner
- Observes and records children's behavior, progress, and growth

Key Performance Area- Enrollment and recruitment:

- Distribute applications and collaborate with community partners to assure knowledge of the Parents as Teachers program
- Attends community events to promote the Parents as Teachers program
- Maintain the Parents as Teachers waitlist and select families for enrollment based on the established points system
- Assist families with the application/enrollment process

Key Performance Area – Home Visits

Home Visits

- Perform bi-monthly home visits with families that are approximately 1 hour in length to provide information, training, and other supports to families
- Implement the Parents as Teachers curriculum with fidelity including use of the eight foundational visits and ensuring each visit includes all three of the PAT home visit components (parent-child activity, family well-being and development centered parenting)
- Assist families in identifying child developmental milestones (providing framework for home activities that can enhance the child's learning experiences from home)
- Share resources and information to support families based on their unique strengths and needs (i.e. teen parents, foster parents, incarcerated parents, custodial grandparents, etc.)
- Provide information on health, safety, nutrition, dental health, community activities that are available at little or no cost
- Promote family literacy

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- Assist pregnant mothers in identifying and obtaining good prenatal and post partum care
- Assist families in developing routines that are consistent and predictable for infants and toddlers and young children
- Role model appropriate behaviors and interactions while in the presence of children, parents, and other family members

Referrals

- Works collaboratively with a range of specialists (e.g., medical, dental, speech, mental health) by sharing child and family information, identifying approaches to solve issues, and developing follow-up plans
- Refers infants and toddlers and young children with suspected disabilities to appropriate staff and/or agencies for further evaluation
- Assists families in the referral process as needed
- Collects appropriate child observations

Key Performance Area – Family Partnership Building:

Family Partnerships:

- Initiate the Family Partnership Agreement by helping to identify goals and resources available to assist in reaching the goals
- Assist families in identifying strengths and challenges and help them to develop processes to overcome challenges through use of their strengths and resources available in the community
- Assist with crisis intervention as needed
- Assist in the transition process as families move into and out of the Parents as Teachers program
- Monitor progress toward family partnership goals and update as needed
- Assist in the referral processes for children with suspected developmental delays or health concerns
- Maintains appropriate professional boundaries in relationships with families

Parent Involvement:

- Assists parents in identifying how to participate in Parents as Teachers
- Encourage families' involvement in program decision making by informing them about the Parents as Teachers Advisory Committee, by extending personal invitations to meetings, arranging necessary transportation, and debriefing with families after meetings
- Assist in planning and participate in the PAT Advisory Committee meetings

Key Performance Area – Group Connection Experiences

- Oversees Parent Educator coordination of bi-monthly group connection experiences.
- Assists parents in understanding their role in the classrooms with their children by role-modeling appropriate activities in the classroom
- Assists families enrolled in identifying activities in the community which are accessible to families at minimal or no cost
- Ensure families interests and attendance by involving them in determining the design and focus design of the education and group connection activities and by offering them at convenient times for the families
- Structure the parent/child group connection experiences so that children involved will have less difficulty transitioning into early childhood settings

Key Performance Area – Community Partnerships

Current resources and community connections:

- Maintain currency of knowledge with regard resources available in the community
- Assure awareness of Kids' Corps, Inc. by familiarizing local service agencies with our services to families and children through community gatherings, meetings, training sessions, etc.

Community collaboration:

- Advocate and collaborate with community agencies to support child, family, and agency outcomes
- Participate in community collaboration projects as assigned
- Assist families in connecting with resources outside of Kids' Corps

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Key Performance Area – Work Habits and Practices

- Report to work, on a regular basis, as scheduled
- Function as an effective team member
- Demonstrate a commitment to Kid's Corps, Inc. mission, values, policies, and procedures in the performance of job duties
- Continue to increase professional knowledge, skills and competencies in job related areas; incorporate and demonstrate new knowledge and skills while performing duties
- Maintain confidentiality of program information, staff information, and participant information
- Attend and participate in staff meetings and training sessions
- Demonstrate professional conduct and behavior
- Incorporate constructive direction from supervisor to improve job performance
- Accept responsibility for quality job performance and make changes as needed
- Manages time wisely

Key Performance Area – Communication

- Assure continuous and timely flow of verbal and written communication to and from other staff, supervisor, program participants, and the community. Conduct communication in an effective, respectful, timely, and supportive manner
- Advocate for and secure services in the community by maintaining constructive communication with a range of community service providers and community service professionals
- Prepare and provide timely and accurate written reports as required or requested
- Follow calendar, Teamwork Times, center newsletters, and memorandums to assure current knowledge of agency happenings
- Email as needed
- Participate in monthly reflective supervision sessions with the Family Services Coordinator

MARGINAL FUNCTIONS

Perform other assignments as requested by supervisory staff

Participate in planning process as directed

Participate in self-assessment process as directed

Position Information

Reports to: Family Services, Health & EHS Manager

Supervises: Parent Educators

Requirements: Bachelor degree in Early Childhood, Family Services, or related field with two years of experience working with children and/or families.

Prefer: 12 months of supervisory experience

Prefer: Bi-lingual (fluent written and verbal)

Starting Salary:

4-Year Degree	Graduate Degree
\$23.00	\$25.00

Introductory Period: 90 Days

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Other Requirements:

Certifications:

Appropriate and current First Aid and CPR certification

Current and approved background check with Municipal Licensing (requires fingerprinting and Interested Person's Report from the State of Alaska)

Proof of United States employment eligibility as required on the I-9 form

Driver's License (requires daily access to personal vehicle that is insured for purposes going on home visits, must provide proof of insurance twice a year)

Abilities

Must be able to evacuate self, children, and parents from building and bus safely in the event of an emergency

Able to work cooperatively with other adults

Able to maintain confidentiality of program information

Effective written and verbal communication abilities

Physical Abilities:

See attached list

This Job Description describes the essential functions and qualifications for the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature below indicates that you have read the job description and understand the essential functions of your position.

PAYROLL INFORMATION:

- Timesheets are due every other Friday.
- Pay dates bi-weekly, alternating Friday's from timesheets.
- Payroll checks are direct deposited or mailed to employees on the pay date.
- All positions are contingent upon Policy Council Approval.
- This position is dependent upon availability of funding (all positions are grant funded).

All positions may be required to work occasional evening and/or weekend (usually Saturday)

Personnel Policies and Procedures are available on the Internet at <http://kcialaska.org>

All employment with Kids' Corps is "at will". This means that the employee or Kids' Corps may terminate employment at any time and for any reason with approval from the Head Start Policy Council. No term of employment is expressed or implied by this job description.

Employee Signature: _____ Date: _____