

BOAZ CITY SCHOOLS

Boaz, Alabama



POSITION ANNOUNCEMENT

Job Title: Lead Parent Educator

Opening Date: June 15, 2022

Closing Date: Until Filled

FLSA Status: Exempt

Salary: Contract

Expected Workday: As Defined by The Superintendent

Terms of Employment: Contract

Reports To: Pre-Kindergarten Director

Position Summary:

Responsible for direct supervision of First Teacher Parent Educators (home visitors) as well as daily First Teacher program operations, management, monitoring, and reporting of records, supplies, and group facilities to ensure Agency, State, Federal, Local, and Program guidelines are carried out. Provides leadership, oversight, and vision of the First Teacher Program. Exercises a broad range of knowledge daily.

Responsibilities:

Support & Supervision

- Enables, equips, trains, monitors, and supports the direct work of parent educators to accomplish programmatic goals and mandates. Accountable for time, expenses, and performance of all staff in the First Teacher program. Completes annual performance evaluations on all staff and assists with updating Individual Development Plans.
- Leads monthly staff meetings covering administrative issues and provide opportunities for review of implementation data, case discussion, peer support, and skill-building.
- Provides ongoing support and guidance to assigned staff regarding, role, ethics and boundaries, skill development, and effective use of PAT curricula caring for one's own wellbeing and avoiding burnout, daily program operations, conflict resolution, problem-solving, time management, and quality of work by spending monthly: two-hour individual reflective supervision meetings.
- Maintain records of all staff meetings and reflective supervision meetings
- Encourages ongoing professional development of staff.
- Lead the annual PAT self-assessment and documentation of their competencies across required areas.
- Assists home visitors in establishing calendars for assigned centers in accordance with PAT Standards and allotted staff workdays.
- Collaborates with team to produce specific outcomes.
- Works closely with the Human Resource Director regarding staff vacancies, performance issues, transfers, corrective actions, terminations, and recruiting/training.
- Attends agency meetings and training. Responsible for sharing information and directives in a timely manner with assigned staff.
- Adheres to all PAT Essential Requirements and Quality Standards.
- Plan and conduct two Advisory Committee meetings per PAT program year, July 1- June 30.
- Communicates regularly with staff regarding area business via phone, text, email, and sharing of agency calendar.
- Is supportive of the Policy Council process, understands the importance of programmatic governance, and contacts the representative for their area one time per semester.

Monitoring

- Attends PAT F1 and F2 training.
- Conducts quarterly file checks for one family per Parent Educator to ensure accuracy of documentation, verify that mandated services have occurred, and documentation is on file.
- Uses the PAT Personal Visit Observation Tool to conduct annual personal visit observations per Parent Educator. Every 6 months for Parent Educators who are certified for less than 1 year.
- Observes at least 1 group connection quarterly per Parent Educator, and reviews corresponding planning/delivering documentation and evaluations. Every 6 months for Parent Educators who are certified for less than 1 year.
- Monitors ETO/Penelope Reports ensuring each PE follows regulations and policies for screenings.
- Maintains and updates assessment spreadsheets and compiles assessment reports for each PE.
- Monitors staff files to ensure all mandatory documents are current and available; ensuring that only staff with complete and accurate files visit children and families.
- Assists with the monitoring of materials, education supplies, health supplies, and environmental inventory for group connection sites to ensure compliance with regulations and policies.
- Reviews purchase orders/requisitions for accuracy prior to processing. Maintains copies of Purchase Orders and Receipts.
- Tracks all receipts and matches to the Purchase Order and ensures accurate record-keeping of monthly expenditures.

Additional Responsibilities:

- Transport's equipment and supplies to staff as needed.
- Conducts community outreach to build support, awareness, positive relationships, and open communication with local entities through phone calls, emails, or site visits in a manner that reflects the vision of the agency. Specifically seeks out school principals and key staff, (within assigned Area) to build rapport, ask for feedback, and relay the value of partnering with the Parents as Teachers program.
- Continually promotes and markets the First Teacher program.
- Responds in a professional and timely manner to staff and parent concerns, questions, and complaints.
- Supports and understands the Vision, Mission, and Values of the Agency Name.
- Other duties may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports directly to the agency Director. Supervises the PAT home visitors and program implementation. Regular interaction with children, parents/guardians, public, local school systems, and community partners/vendors.

The Measure of Performance:

Exemplifies servant leadership. Represents the values of the agency in action and word. Excellent communication skills. Work is accurate, timely, reliable, and thorough. Gains the trust and respect of all staff. Acts with confidence and deliberateness according to state and federal standards. Ability to use resources to resolve complex human resource issues. Self-directed. Ability to work without close supervision. Works comfortably in a team environment. Always maintains confidentiality. Respective of students, families, and local partners. Responds professionally and promptly to requests and information needs. Accepts feedback willingly. Problem solver and creative thinker.

Knowledge, Skills, and Abilities:

A Bachelor's degree in early childhood education or 5+ years of experience in a similar home visiting program with a minimum of an associate degree is required. Candidates with relevant experience will be given priority; management/supervision or comparable work experience preferred. Excellent communication skills and proficient use of technology to achieve results are required.

Working Conditions:

Work is performed at family homes and varying locations with moderate exposure to injury. This position requires sitting, standing, bending, and frequent lifting of up to 40 lbs. This position requires a valid driver's license, car insurance, and a safe driving record. Travel is required.

Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to change over time and to possible modifications to reasonably individuals with disability.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Boaz City Board of Education.

Point of Contact:

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