**Otterville RVI School District**

**101 W Georgetown Street, Otterville MO 65348**

**Supt. Dan Kruse, 660-366-4391**

**Principal, Melissa Stone, 660-366-4621**

**Fax 660-366-4293**

**Job Title: Parents as Teachers (PAT) Educator**

**Location: Otterville School District, MO**

**Reports To: Program Coordinator or District Administrator**

**Job Summary:**

The Parents as Teachers (PAT) Educator provides support and guidance to families with children from prenatal through kindergarten entry. The educator conducts home visits, shares child development information, conducts developmental screenings, and connects families with community resources. The goal is to enhance the parent’s ability to support their child’s early learning and development, ensuring a strong foundation for future academic success.

**Key Responsibilities:**

1. **Home Visits:**
	* Conduct regular home visits to assigned families, following the PAT curriculum.
	* Provide parents with information, support, and encouragement to help their children develop optimally during the crucial early years.
	* Demonstrate activities and provide materials that promote parent-child interaction and development.
2. **Developmental Screenings:**
	* Perform developmental, health, hearing, and vision screenings for children in the program.
	* Monitor children's progress and identify any developmental delays or concerns.
	* Discuss screening results with parents and provide guidance on appropriate next steps.
3. **Parent Education:**
	* Educate parents on topics related to child development, parenting techniques, and family well-being.
	* Facilitate parent group meetings or workshops to provide additional learning opportunities and peer support.
4. **Resource Connection:**
	* Connect families with community resources and services, including health care, early intervention, and social services.
	* Provide referrals and assist parents in navigating community systems to access the support they need.
5. **Record Keeping:**
	* Maintain accurate and up-to-date records for each family, including home visit documentation, screening results, and progress notes.
	* Prepare and submit reports as required by the district and program guidelines.
6. **Collaboration:**
	* Work closely with other educators, program staff, and community partners to coordinate services for families.
	* Participate in team meetings, professional development opportunities, and program planning sessions.
7. **Outreach:**
	* Assist in recruiting families for the PAT program through community outreach efforts.
	* Promote the program within the community to increase awareness and participation.
8. **Professional Development:**
	* Stay informed about current research and best practices in early childhood education and parent support.
	* Attend required training sessions and meetings to maintain certification as a PAT educator.

**Qualifications:**

* **Education:** Bachelor’s degree in Early Childhood Education, Child Development, Social Work, or a related field preferred.
* **Certification:** Must complete the Parents as Teachers Foundational and Model Implementation training. Ongoing certification maintenance is required.
* **Experience:** Experience in early childhood education, social work, or a related field is preferred. Experience working with diverse families and young children is a plus.
* **Skills:**
	+ Strong understanding of early childhood development.
	+ Excellent communication and interpersonal skills.
	+ Ability to work independently and manage a flexible schedule.
	+ Competent in using technology for record-keeping and virtual visits, if necessary.
	+ Cultural sensitivity and the ability to work with diverse populations.

**Working Conditions:**

* **Hours:** Full-time or part-time, depending on district needs. Flexible hours may be required, including evenings and weekends, to accommodate family schedules.
* **Environment:** Home visits, school office, and community settings. Reliable transportation is necessary for travel to families' homes.

**Salary and Benefits:**

* Compensation and benefits are determined by the Otterville School District's policies and may vary based on experience and qualifications.

This job description provides a general overview of the responsibilities and qualifications for a PAT educator and may be adjusted according to the specific needs of the Otterville School District.