

## Parents as Teachers Job Description

**Serving:** Geographic Area Covered by Barbers Hill and Goose Creek ISDs

**Reports to:** United Way Steering Committee Designee

**Location:** Barbers Hill ISD

**Date Revised:** July 1, 2010

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### Primary Purpose:

The Parents as Teachers Supervisor serves as the director of the Parents as Teachers Program which is a parent involvement and parent education program. The supervisor will direct the program for the geographic area covered by Barbers Hill and Goose Creek Independent School districts. The Parents as Teachers Supervisor will serve as a liaison between school districts, the United Way of Baytown Area and other partners/stakeholders (Impact Council), and families in the community to ensure that all children of identified families enter kindergarten school ready, targeting children from birth to five years old.

### Minimum Educational Qualifications:

Bachelor's degree required; Master's degree preferred.

### Minimum Skills and Experience:

- Experience as a social worker (LMSW or LCSW preferred) **or** experience providing administrative and direct service to children and families related to education, child development and family studies, health and wellness or related fields
- Ability to provide training and support services that will enable parents or parents-to-be to enhance their children's intellectual, language, physical and social development
- Experience working with at-risk, homeless, or low income families and knowledge of learning styles
- Ability and willingness to promote Parent as Teachers Program to parents and community members as needed and requested
- Excellent communication skills (written and verbal) and a caring and sensitive approach in interpersonal relationships
- Professional and accurate, making sure that the details of all correspondences are correct
- Flexible and adaptable to meet the needs of the families and program
- Experience with measuring and evaluating people and program performance preferred
- Experience with developing and managing programs budget preferred
- Supervisory and or leadership experience preferred

- Self motivated; must be able to work independently
- Excellent computer skills and good working knowledge of Microsoft Office software
- Ability to speak Spanish preferred

### **Major Responsibilities and Duties:**

#### **Program Management:**

- Implement and supervise all necessary functions of Parents as Teachers Program
- Serve as liaison between designated school districts, United Way and other partners/stakeholders (Impact Council), and the Parents as Teachers Program
- Monitor the client data in database for accuracy and consistency
- Develop and follow written policy and procedures outlining best practices

#### **Administration:**

- Implement and coordinate the Parents as Teachers Program in geographic area served by Barbers Hill ISD and Goose Creek CISD
- Develop and manage the Parents as Teachers Program budget
- Facilitate regular meetings with Parents as Teachers Specialists
- Work closely with schools and community agencies to identify qualifying families
- Work with parents and Parents as Teachers Specialists to determine parental needs and interests for parent education sessions
- Accurately compile, maintain and file all reports, records and other documents required

#### **Personnel:**

- Responsible for hiring and training new staff
- Ensure that all Parents as Teachers Specialists attend required training
- Supervise Parent as Teachers Specialists ensuring adherence to the curriculum
- Debrief with staff regularly to discuss recent visits
- Complete performance reviews for Parents as Teachers Specialists and ensure best practices are followed in service delivery
- Carry a caseload of 10 families within the Parents as Teachers Program

**Professional Development:**

- Successfully complete Parents as Teachers National Training program and become certified as a Parents as Teachers Supervisor
- Attend approved training related to professional growth

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

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Reviewed by

Date

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