Parent Educator—Position Description

Summary: Parent Educators provide personal visits (usually in the home) with primary care providers of children prenatal to 5 years of age, using the Parents as Teachers Foundational Curriculum and Foundational 2 (3 through Kindergarten). They also provide screenings, FACE Family Circles, and resource networking. It is a multi-faceted, demanding position. Most schools in the United States that employ certified PAT Parent Educators consider it a professional-level position. Some have created a job level specifically for parent educators.

Preparation to become a skilled Parent Educator:

- Become a certified PAT Parent Educator by attending a one-week Foundational Curriculum and Model Implementation Training in St. Louis, Mo. Pass all assessments during the training and complete a developmental chart.
- Attend the Foundational 2 Training to work with families age 3 through Kindergarten.
- Renew certification yearly by participating in on-going professional development: FACE professional development includes participation in FACE Regional Meetings and FACE webinars.

Duties and Responsibilities of a Parent Educator:

- Become knowledgeable in the PAT Foundational Curriculum and model components; and provide personal visits using the eight Foundational Plans in the online curriculum and using the Planning Guide to plan the content of personal visit with families. Because there is so much material to learn, on average it takes a parent educator 1-2 years to become skilled.
- Be able to use technology to access the curriculum, plan personal visits and content for Family Circles and document services received by families through data-based systems - NASIS and Penelope.
- Schedule and complete at least 12 personal visits each week with 12 families (3-4 personal visits a day as new parent educator; after first year increase caseload to 24 families and provide bi-weekly visits).
- Conduct personal visits (60 minutes) on a weekly or bi-weekly basis with each family. Conduct multi-child visits when family has more than one child (visits will last 75-90 minutes).
- Plan the visit using Foundational materials and resources, gather materials, travel, conduct the visit, and clearly document the visit within Penelope.
- Develop a comfortable and trusting relationship with each family so that the needs of each individual child are met.
- Ensure that each family participates in 75% of the offered personal visits.
- Offer a monthly FACE Family Circle that focuses on child development, neuroscience, or a parenting topic (three areas of emphasis). Coordinate efforts with partner parent educator and the FACE team. Ensure that each family participates in at least 75% of the meetings.
- Complete required annual screenings for each home-based child on the caseload (within 90 days of enrollment).
- Complete required Family-Centered Assessment Synthesis Record in Penelope (within 90 days of enrollment) and update as needed for each participating family.
- Follow-up on concerns and delays indicated by screenings. Document all referrals and outcomes.
- Be knowledgeable about community resources and link families to appropriate resources and document.
- Develop and/or be a part of a Community Advisory Council.
- Help parents and children transition to either FACE center-based, another preschool setting, the school’s Kindergarten, or to the PAT Foundational 2 curriculum (age 3 through Kindergarten).
**Requirements for Hiring:**

- Preferred qualifications are an AA degree or 60 hours of college credit, or a bachelor’s degree in early childhood education, social work, health, psychology, or a related field. The minimum qualifications for parent educators are a high school diploma or GED and two years’ previous supervised work experience with young children and/or parents. (Requirements are from the Parents As Teachers 2018 Model Implementation Manual.)
- Be able to travel to required trainings and professional development each year.
- Hold a valid driver’s license.
- Be highly organized.
- Be able to learn the PAT curriculum and convey that information to parents.
- Be able to use computer, internet and other technology to fully utilize NASIS, Penelope database system.
- Be able to establish rapport with families and empower parents by building on their strengths.
- Be able to work well in a team.
- Be able to use a laptop and software to plan and document services.

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