

**POSITION: LEAD PARENT EDUCATOR**

**REPORTS TO: PROJECT HOPES PROGRAM SUPERVISOR**

**PURPOSE:** Under general supervision, the Lead Parent Educator supports the Parents as Teachers Department by providing administrative support to meet the requirements of the Project Hopes grant. The Parents as Teacher's Lead Parent Educator's responsibility is to assist with meeting positive outcomes of the Project HOPES PAT program.

#### **MAJOR DUTIES & RESPONSIBILITIES**

##### **Provide Programmatic Support to Parents as Teachers Staff:**

- Manage waitlist and caseload assignments for Parent Educators
- Conduct community presentations for various audiences
- Organize and document group connections and other PAT related events
- Contact PAT families to complete program and grant specific surveys
- Attend PAT program training and implement curriculum with families on an as needed basis
- Review family files and make appropriate edits and suggestions
- Ensure completion of grant specific paperwork
- Provide constructive feedback for Parent Educators during home visits
- Acquire proficiency in the Parents as Teachers and grant database systems
- Build morale by organizing occasional team building activities

##### **Provide Administrative Support to Parents as Teachers Staff:**

- Aid in maintaining fidelity of PAT model and Project HOPES grant
- Monitor the quality of documents, family demographic and visit data into Parents as Teachers database and grant database system
- Generate and monitor reports for Parent Educator accountability
- Internally monitor deliverables of grant outcome measures
- Assist in booking travel for conferences and trainings
- Purchase approved incentives, activity supplies and educational materials
- Maintain inventory of Parents as Teachers products and purchased items
- Assist Program Supervisor in the facilitation of staff meetings
- Assist Program Supervisor with training new and continuing staff
- Assist Program Supervisor with reflective supervision to Parent Educators, Volunteers and Interns
- Attend management and community network meetings

*Other duties as assigned*

### **RELATIONSHIPS**

The Lead Parent Educator will focus on developing and maintaining relationships with diverse stakeholders to assist in the success of the Parents as Teachers program. Internal relationships involve all staff within the organization.

### **RESULTS**

Results are integral to the direction and the long and short-term success of the Parents as Teachers program.

### **SKILLS AND DEMONSTRATED ABILITIES**

Strong leadership, verbal and written communication skills; and strong presentation and interpersonal skills.

Intermediate knowledge of MS Office applications.

Must possess the ability to effectively and efficiently coordinate multiple projects.

Must be able to generate and interpret reports for the success of the program.

Strong organizational and record-keeping skills.

### **PERSONAL ATTRIBUTES**

Works well with other people.

Works effectively in a dynamic, innovative and changing environment.

Pays attention to detail, accuracy and quality.

### **QUALIFICATIONS—KNOWLEDGE, EDUCATION AND EXPERIENCE**

Bachelor's Degree in Business Administration, Communication, Education, Child Development, Sociology, Psychology, Social Work or a related field is required. An equivalent combination of education, experience and skills and abilities will be considered.

Bilingual (English/Spanish) is required.

The above statements are intended to describe the general nature and level of work being performed by the individual in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the position.

Successful candidate must also embody personal attributes of honesty, integrity, professional behavior, tact, sense of urgency, and sense of humor.

Valid driver's license, insurance and vehicle required.

Must have supervised experience working with children.

Must pass background checks.

### **Job Classification**

Full time

Non-Exempt