Arkansas River Education Service Cooperative	**Job Description for** **Parents As Teachers** **Parent Educator**

REPORTS TO: ARESC PAT Coordinator

QUALIFICATIONS
- High School Diploma or GED Required, Child Development Associate (CDA) preferred
- Pass a criminal Background and Child Maltreatment check
- Reliable transportation
- Demonstrate excellent written and verbal communication skills
- Basic computer skills
- Ability to work comfortable with caregivers in their homes
- Available to work some evenings
- Available to travel out of town for trainings and conferences
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require
- Career Ready Certificate is Preferred

SPECIAL KNOWLEDGE/SKILLS
- Ability to be dependable and report to work daily
- Exhibit characteristics of being self-motivated and team-focused
- Ability to follow oral and written directions
- Ability to establish effective working relationships and cooperatively work in a team
- Exhibit effective communication skills
- Possess a servant spirit and willing to join a positive culture of learning, leadership, innovation and prosperity
- Demonstrate a professional presence when using personal and cooperative social media accounts

DUTIES AND RESPONSIBILITIES
- Recruiting and enrolling eligible families to participate in the PAT program
- Obtaining required eligibility documentation on each family enrolled
- Organizing material and information for in-home visits with families
- Make visits twice a month using PAT curriculum and activities
- Submitting completed and concise reports in a timely manner weekly to supervisor
- Planning and implementing parent group meetings
- Attending local and state required training
- Contribute to team effort by accomplishing related results as needed
- Display ethical and professional behavior in working with students, parents, school personnel, outside agencies
- Other related duties, as assigned

- **TERMS OF EMPLOYMENT - 240 day contract on ARESC Paraprofessional Salary Schedule**

- Click below for the required application link:

Application