

SUNNYSIDE UNIFIED SCHOOL DISTRICT

Job Description Parents As Teachers (P.A.T.) Coordinator (Title I Funding Source)

Definition:

This position is assigned to the Title I office in collaboration with Title IV and Title VII. The P.A.T Coordinator will work closely with the P.A.T. home educators, the Title I Coordinator, central office administrators, principals, parents, and community members to assist in the achievement of the parent involvement goal identified in the Title I legislation, Goals 2000, District Strategic Plan, and school site plans.

Examples of Duties:

1. Supervise the home educators
2. Facilitate weekly staff meetings
3. Provide inservice training on developmental screening and assist in the screening process
4. Assist home educators in gathering family data and writing evaluation reports
5. Plan parent meetings and *Stay and Play* activities
6. Present P.A.T. information to administrators, principals, nurses and counselors
7. Coordinate services with the TAPP program and the Wellness Center
8. Provide monthly report for district supervisors
9. Serve as a liaison to community agencies, public health nurses, hospitals, neighborhood health clinics and civic organizations
10. Network with agencies (DDD and Newborn Follow-up clinic) to provide services for children with special needs
11. Establish a professional advisory board
12. Research evaluation procedures, provide appropriate methods of evaluation, and analyze data
13. Report to National P.A.T. program
14. Research funding opportunities and assist in grant writing
15. Attend meetings with agencies involved in collaborative grants

Requirements of the Position:

1. Current Arizona teaching certificate and three years of classroom experience.
2. Current Parents as Teachers (P.A.T.) certification.
3. Experience as a parent home educator for more than one year.
4. Ability to supervise home educators.
5. Working knowledge of parent involvement techniques.
6. Knowledge of District Strategic Plan, Goals 2000, and Titles I, IV, and VII.

7. Working knowledge of evaluation procedures and data collection.
8. Ability to present program information to legislators, community leaders, colleagues, administrators, staff, and parents.
9. Knowledge of community resources.
10. Exhibit positive rapport with parents, children, community members, colleagues, administrators, and home educators.