NOTICE OF POSITION VACANCY

POSITION: Parents as Teachers (PAT) Parent Educator-Clay & Braxton County- 1 full time position pending funding for March 14, 2017- September 20, 2017 period.

REPORTS TO: Parents As Teachers Administrator/Supervisor

QUALIFICATIONS:
* Early Childhood development/education degree preferred.
* Parents as Teachers National Center, Inc. certification required.
* Experience in Parents As Teachers Program preferred
* At least 2 years paid experience with children prenatal to Kindergarten required

EXPECTATIONS AND RESPONSIBILITIES:
* Works effectively as a member of an educational team
* Demonstrates self-control and exhibits an attitude of mutual respect
* Demonstrates appropriate ethics and work habits
* Demonstrates appropriate interpersonal skills
* Demonstrates appropriate written and verbal communication skills
* Demonstrates an ability to work effectively with other agencies
* Provide parent education services using the Parents As Teachers curriculum
* Organize, plan and hold various PAT meetings
* Administer appropriate evaluation instruments to PAT participants
* Provide information and referral services to participants
* Maintain accurate records for services provided
* Submit necessary paperwork in a timely and accurate fashion
* Attend training sessions as required
* Maintain and/or up-grade APT certification as necessary
* Maintain and or upgrade skills as necessary
* Other duties as assigned
* Must have a valid WV Driver’s License and personal vehicle for use in home visitation.

SALARY: In accordance with grant salary schedule

EMPLOYMENT TERM: Not to exceed 235 days annually, pending funding through WV DHHR Home Visitation Program; Employment term will be prorated based on the percentage of funding provided through WV DHHR Home Visitation Program Grant.

Apply in writing to Joe Paxton, Superintendent of Schools. Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Friday, March 10, 2017. If mailing or faxing bid, please contact the office to confirm receipt of bid.

For additional information contact Karen Vaughan, Parents As Teachers Administrator/Supervisor at 304-587-2445.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discriminating on the basis of race, color, national origin, gender, age, disability and retaliation.