Notice of Position Vacancy
Parents As Teachers

Position: Parents As Teachers (PAT) - Parent Educators - Clay County - Three Positions - Positions are pending funding for the February 2015 through January 2016 period.

Reports to: Parents As Teachers Administrator, Clay County Schools Pre-K Coordinator and Superintendent of Schools

Job Description:
- Work 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 visits

Qualifications:
- Parents as Teachers National Center, Inc. Certification Required
- At least 2 years paid experience with children prenatal to Kindergarten required
- Experience in Parents As Teachers serving Clay County preferred
- Currently Employed Parents as Teachers serving Clay County preferred
- Early Childhood development/education degree preferred

Terms of Employment: 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.

Compensation: In accordance with current Parents As Teachers Program, based on WV DHHR Home Visitation Program Grant for the period February 2015 - January 2016.

Date of Posting: February 9, 2015 - February 23, 2015

Apply in writing to Kenneth Tanner, Superintendent of Schools, Post Office Box 120, Clay, WV. Bids must arrive in Central Office by 3:00 p.m. on Monday, February 23, 2015. If mailing or faxing bid, please contact the Central Office to confirm receipt of bid.

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.