



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

**Job Title:** Parents as Teachers Program Director

**Reports to:** Building Principal

**Purposes and Objectives of the Position:**

The Parents as Teachers Program Director implements and administers the Parents as Teachers (PAT) program following the guidelines developed by the Lansing School District and the PAT National Center.

**Qualifications:**

- Bachelor's degree required
- Masters preferred in Early Childhood education, child development, education, management or other related field experience.
- Certified Parents as Teachers Parent Educator and Supervisor, 5-day Foundational and Model Implementation
- Minimum three years' experience coordinating a PAT Program or another Home Visiting Program
- Successful grant writing experience

**General Duties and Requirements**

- Coordinate the writing, submitting, and reporting of the Kansas Parents as Teachers Grant with Consortium secretary, and coordinators.
- Set up budget with district accountant for all Consortium line items
- Report all budget and financial information concerning finances to the district's board of directors, supervisors, and coordinators
- Maintain Consortium records
- Provide Consortium updates on Consortium programs and funding to Advisory Board members twice per year.
- Coordinate with Supervisors and Coordinators to determine Advisory Board agendas.
- Work with each district PAT program coordinator and supervisor as requested on program, data collection, APR, Quality Standards, funding, professional development, etc.
- Conduct, collect data from districts, coordinate with secretary to report the Quality Assurance process when needed for the Consortium districts to PATNC.
- Arrange for professional development for parent educators in collaboration with district coordinators.
- Seek, present to Supervisors and Coordinators, and write grants as directed that will enhance the work of the Consortium
- Collaborate and coordinate with local, state and national Early Childhood organizations as directed by the board of directors.
- Performs other duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

## **USD 469 Board of Education Policies**

### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.