

## **Secretary, Parents as Teachers**

### *School District Job Description*

**Position Title:** Secretary, Parents as Teachers  
**Department:** Special Services  
**Reports to:** Parents As Teachers Educators/Director of Special Services

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#### **SUMMARY:**

Supports the Parents as Teachers Educators by answering phone, making appointments, typing program information, preparing for story hours, washing toys that go out to homes, etc.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Other duties may be assigned*

- Answers routine telephone inquires regarding the Parents as Teachers Program.
- Copies and prepares monthly newsletters to be mailed.
- Helps maintain Parents as Teachers records.
- Cuts out items, etc. for story hours.
- Is responsible for the Buzz Books literacy Parents as Teachers Program.
- Helps keep toys clean that have been played with one time in a home or at school.
- Calls for volunteers to help at Parents as Teachers Activity Nights.
- Serves as liaison for parents and school staff
- Is a part of the screening team to evaluate students' skill level during school screenings.
- Maintains two Parents as Teachers bulletin boards at the Primary School.
- Demonstrates initiative and creativity.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises young children (at times) and parent/teenage volunteers at certain activities.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_

**EDUCATION and/or EXPERIENCE:**

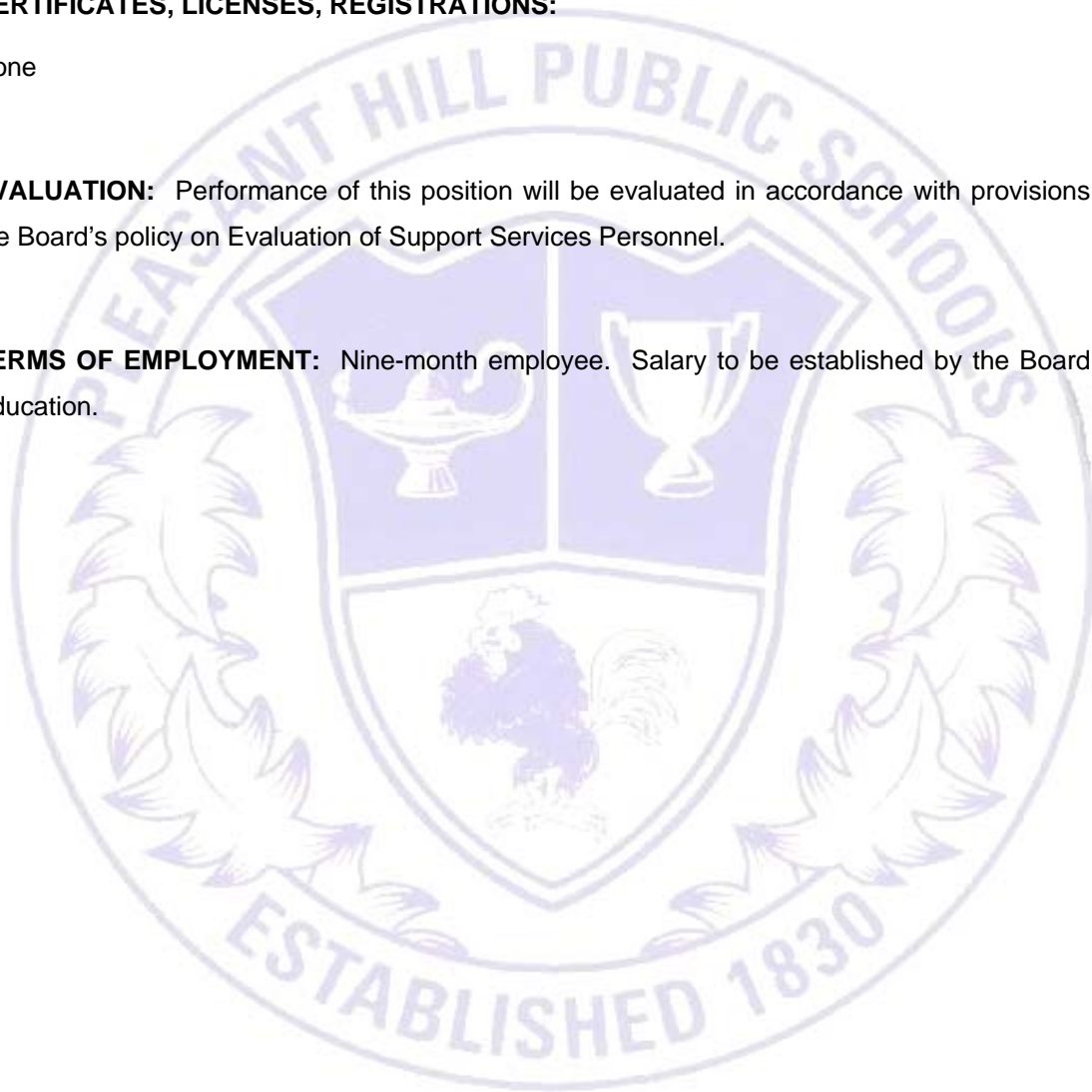
High School diploma or general education (GED). Experience answering the phone, using the computer effectively, and exhibits good people skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**TERMS OF EMPLOYMENT:** Nine-month employee. Salary to be established by the Board of Education.



Acknowledged \_\_\_\_\_

Date \_\_\_\_\_