

PARENTS AS TEACHERS PROGRAM MANAGER POSITION DESCRIPTION

Parent Possible equips parents with the tools and information to be their child's most valuable teacher, trainer and mentor in life. We promote and oversee delivery of three proven parent engagement programs, providing access and support, ensuring efficacy and impact, and advocating and collaborating with early childhood partners across the state.

Parent Possible is seeking a Parents as Teachers (PAT) Program Manager to provide guidance, fidelity monitoring, training and technical assistance to PAT programs in Colorado. This position reports to the Parent Possible PAT Program Director.

Parents as Teachers is an evidence-based parent education and support program designed to empower parents as their child's first teacher. PAT utilizes a home visitation model, working with families from pregnancy until their child enters kindergarten. PAT aims to improve parenting practices by increasing a parent's knowledge of early childhood development. Through home visits and ongoing assessment, parent educators can provide early detection of developmental delays and health issues, help in the prevention of child abuse and neglect, and increase children's school readiness and success.

KEY DUTIES AND RESPONSIBILITIES:

Program Management, Fidelity, and Development

- Provide state-level guidance and coaching to Colorado's PAT program sites in implementing programs with fidelity. Develop in-depth knowledge of PAT programming, including current issues and challenges facing individual sites, key resources available to individual sites, and clear understanding of individual sites' quality, adherence to model fidelity, and progress toward stated objectives.
- Conduct on-site monitoring visits of PAT sites, utilizing quality/fidelity protocols and compliance/risk assessment tools and maintain records of visits, findings and CQI plans.
- Provide PAT sites with annual Affiliate Performance Review guidance and review.
- Support sites to ensure fidelity around data collection and evaluation.
- Provide outreach to potential program sites and start-up guidance and support for new site development.

Grants Compliance

- Support achievement of stated grant objectives for Parent Possible's PAT-related grants.
- Contribute to grant reports as needed.

Training

- In coordination with the PAT Program Director, create and implement comprehensive training plans for parent educators and supervisors, working with program sites to assess

ongoing training and implementation support needs and coordinate support, including coordination of statewide training events, management and supervision institutes, webinars, and other subject-based trainings as needed.

- Assist in the scheduling, logistics and materials preparation for meetings, conference calls, special events, trainings and presentations.
- Achieve certification as a PAT National Trainer and conduct foundational and model implementation trainings as part of the Colorado PAT State Training Team.

Other

- Respond to general inquiries regarding Parent Possible and its programs, including telephone and email assistance inquiries as well as generating appropriate written and oral correspondence.
- Assist PAT Program Director and other Parent Possible staff with special projects and initiatives as needed.
- Perform other duties assigned.

ESSENTIAL QUALIFICATIONS:

Knowledge, Experience, and Technical Skills Required

- Bachelor's Degree in early childhood education, social work, family studies, psychology, or related field.
- Two years' experience as a home visitor and/or home visiting program supervisor.
- Successful experience in developing and delivering effective trainings for a diversity of individuals and populations.
- Knowledge of and ability to apply adult learning principles in trainings and facilitation of groups.
- Ability to use and understand data and data systems to track program level information.
- Computer literacy and experience in Microsoft Office programs and Zoom.
- Ability to travel throughout Colorado, requiring 1-2 nights of travel per trip.
- Experience with PAT programming as a parent educator and/or supervisor strongly preferred.
- Professional program management experience preferred.
- Bilingual and biliterate English/Spanish preferred.
- Master's Degree in related field preferred.

Communication and Relationship Building Skills

- Ability to establish and maintain cooperative relationships with stakeholders, including local implementing agencies, PAT National Center, and PAT state training team.
- Ability to convey complex requirements while maintaining effective working relationships.

Organizational Management Skills

- Strong organizational skills and meticulous attention to accuracy and detail.

- Self-starter with ability to multi-task, handle frequent interruptions and competing priorities, independently manage multiple tasks and projects, make independent administrative/procedural decisions and judgments, and manage time efficiently to meet multiple deadlines.
- Articulated belief in the mission and programs of Parent Possible, and the ability to quickly learn about the organization's services and priorities.
- Ability to acquire and maintain sound knowledge and understanding of the organization and its programs, and use that knowledge and understanding to better comprehend all projects and programs
- High level of professionalism and ability to function effectively under stress.

OTHER POSITION INFORMATION:

- Salary range is \$48,000 - \$52,000 commensurate with experience. This is a full-time, 40-hour per week position with a strong benefits package including fully paid health insurance, paid time off, and retirement benefits. Parent Possible's offices close from December 24 – January 1.
- This Position is currently remote due to the COVID-19 pandemic but will be based on-site at our Denver office. A permanent remote position may be considered, but some in-person time in the Parent Possible office will be required.
- In-state and occasional out-of-state travel will be required.
- All Parent Possible employees must be able to pass a comprehensive background check.

Interested candidates should submit cover letter, resume and three professional references to search@parentpossible.org.