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**OKLAHOMA STATE DEPARTMENT OF EDUCATION**  
**OKLAHOMA PARENTS AS TEACHERS (OPAT) PROGRAM**  
**2011-2012**

Parents as Teachers curriculum content is based on reliable research in the areas of child development and neuroscience. In collaboration with neuroscientists from Washington University School of Medicine in St. Louis, Missouri, Parents as Teachers National Center, Inc., developed the *Born to Learn™* curriculum to translate the latest neuroscience findings on early learning.

**PROGRAM GUIDELINES**

School districts must have an enrollment of at least 500 students for the development and operation of an Oklahoma Parent As Teachers (OPAT) program. If a district does not have a minimum enrollment of 500 students, the district may partner with other districts to form a consortium whose total combined enrollment is at least 500 students. Districts who receive OPAT funds through the State Board of Education, in support of the parent education program legislation 70 O.S. § 10.105.3, shall meet the following program requirements:

1. Provide a **25 percent match of cash or in-kind services.**
2. Be operated by the district; or, the district may contract with private, nonprofit corporations or associations or with any public or private agency or institution.
3. Include the following:
  - a. Employ parent educator(s) (see Appendix I). Each parent educator shall complete training and certification through the Parents as Teachers National Center in the *Born to Learn™* curriculum and the Foundational and Model Implementation training. It is recommended that each part-time parent educator, working 20 hours per week, serve a maximum of 30 children or each full-time parent educator, working 40 hours per work, serve a maximum of 50 children (Job Description, Appendix I.)
  - b. Employ a coordinator if more than one parent educator is required. The coordinator must possess an Oklahoma teaching certificate in early childhood education, elementary education or related field, or a bachelor's degree in early childhood development, nursing, vocational home economics or related field. The coordinator shall complete training and certification through the Parents as Teachers National Center (Job Description, Appendix II). The coordinator shall serve a minimum of five families if certification is desired; or

Designate a program administrator who is a certified employee of the district and will be responsible for the implementation of the program if a program coordinator is not employed (this applies to programs with only one parent educator who does not function as the program coordinator). The program administrator should attend the informational meeting at the beginning of each program year and participate in the supervisor's training provided through the Parents As Teachers National Center. **A maximum of 10 percent**

**(10%) of the grant amount may be used for administrative costs which include salary and fixed charges.**

4. Serve families with children under age three (birth to 36 months).
5. Implement the curriculum provided by the Parents as Teachers National Center.
6. Be conducted a minimum of 10 months of the year.
7. Be voluntary and free to families.
8. Conduct monthly personal visits to each parent/family group involved in the program, scheduled at the convenience of the parent/family group (daytime, evening, or weekend).
9. Conduct, at minimum, monthly parent group meetings. Cooperative programs may find it necessary to schedule monthly meetings in more than one location each month.
10. Designate a room or space in an existing room for parenting and child growth and developmental materials for use by parents and children participating in the program.
11. Establish an Advisory Committee.
12. Provide evidence of coordination of services with other community programs who have similar purposes.
13. Be open to all parents in the community with a demonstrated effort to balance participation among various groups through active encouragement of the involvement of first-time parents, teen parents, and at-risk families.
14. Conduct developmental screening using the designated instrument, *Ages and Stages Questionnaires* (ASQ), with each child, each year. Screening should occur sometime during the first two visits for age-eligible children.
15. Submit, by established deadlines, monthly statistical reports indicating information about families and children served and other reports or program information as deemed necessary by the Oklahoma State Department of Education to the Child Services Demonstration Center.
16. Provide a detailed midyear expenditure report by Friday, February 3, 2012, and a detailed final expenditure report by Monday, September 10, 2012.
17. Require at least one representative from the district's program to participate in each of the following:
  - a. Informational Meeting
  - b. Fall Regional Meeting
  - c. Spring Regional Meeting

## **DEFINITIONS**

The following definitions are provided to assist in understanding terms used in the application and program regulations.

**Community Advisory Committee** is a local school district committee whose membership includes interested citizens representing a variety of community organizations.

Members of the committee could include: the Oklahoma Parents As Teachers coordinator; representatives of the local board of education, mental health agencies, social services agencies, Smart Start community representatives, individual and/or agency health care providers, church/ministerial alliances, civic service groups, and PTA/PTO; parents of infants and toddlers, senior adults, higher education personnel, private and public preschool and/or child care directors, and library personnel. If a cooperative of districts is providing the program, the Community Advisory Committee should fairly represent all of the communities to be served.

### **Responsibilities for the Community Advisory Committee include:**

- Discussing collaboration for the coordination of programs and services between the community and the school;
- Recruiting prospective parents and children eligible to participate in the program;
- Surveying available community resources and gathering needed information;
- Serving as a resource to the local program administrator and the Internal Coordinating Committee.

**Internal Coordinating Committee** is a committee comprised of local school district personnel whose membership shares with the parent education program administrator the ongoing responsibility for successful implementation of the program. If a cooperative of districts provides the program, the Internal Coordinating Committee should be composed of representatives of all involved districts.

Members of the committee could include: the Oklahoma Parents As Teachers coordinator, an elementary principal(s), pre-kindergarten, kindergarten and/or primary teacher(s), child development and/or adult education teacher(s), guidance counselor(s), school psychologist(s), school nurse, community advocates, parent educators, and teacher(s) of programs for children with developmental delays.

### **Responsibilities for the Internal Coordinating Committee include:**

- Program planning, implementation, and evaluation;
- Steps needed to implement a districtwide plan;
- Timetables for implementation;
- Present resources available in the district and community;
- Community awareness and publicity plan, and;
- Plans for recruiting families with young children.

### **NOTE:**

The Community Advisory Committee and Internal Coordinating Committee may be combined if desired by the district or cooperative.

**APPENDIX I**  
**JOB DESCRIPTION**

**TITLE: OKLAHOMA PARENTS AS TEACHERS (OPAT) PARENT EDUCATOR**  
**(May be a part-time position)**

**Responsibilities:**

1. Successfully complete the Parents as Teachers National Center *Birth to Three Institute* and parent educator certification.
2. Plan and make monthly personal visits at times convenient for parents.
3. Participate in recruitment activities.
4. Conduct pre- and post-developmental screenings for each enrolled child.
5. Conduct monthly group meetings with parents.
6. Complete personal visit records.
7. Prepare reports, as needed, on services provided to children and families served.
8. Maintain confidentiality.
9. Attend regular staff meetings.
10. Participate in inservice training activities. (See below.)
11. Provide education to community on OPAT and its services.
12. Submit monthly statistical reports to the Child Services Demonstration Center.

**Qualifications and Requirements:**

Bachelor's Degree preferred.

Bachelor's or Associate's Degree in **one** of the following:

- Child Development
- Elementary Education
- Early Childhood Education
- Early Childhood Special Education
- Family and Consumer Sciences
- Nursing
- Other - Oklahoma State Department of Education approved requirements

**and** demonstrated ability in working with young children and their parents; **or**

Sixty college credit hours **and** two years of successful experience in a program working with young children and their parents; **or**

Child Development Associate's (CDA) credential (120 clock hours) **and** two years of successful experience in a program working with young children and their parents.

**Training:**

Upon employment, completion of Oklahoma State Department of Education approved professional development regardless of previous training and experience is required, according to the following schedule:

**Initial employment for OPAT:**

- A minimum of 30 hours preservice training from a Parents as Teachers National Center *Birth to Three Institute*.

**Continued Education during Employment:**

- First year - a minimum of 20 hours professional development
- Second year - a minimum of 15 hours professional development
- Third year and thereafter - a minimum of 10 hours professional development

Please note the National Center for Parents as Teachers requirements for a Parent Educator to be implemented by July 2014:

[http://www.parentsasteachers.org/images/stories/documents/2011\\_PAT\\_essential\\_requirements\\_Mar2011\\_2.pdf](http://www.parentsasteachers.org/images/stories/documents/2011_PAT_essential_requirements_Mar2011_2.pdf)

**APPENDIX II**  
***JOB DESCRIPTION***

**TITLE: OKLAHOMA PARENTS AS TEACHERS (OPAT) COORDINATOR**

**Responsibilities:**

1. Plan and implement the OPAT program in accordance with the guidelines of the Parents as Teachers National Center and the Oklahoma State Board of Education.
2. Assure all legal, financial, and organizational requirements are met during all phases of program development and implementation.
3. Achieve high visibility for OPAT by promoting and developing relationships with community and governmental agencies.
4. Develop an annual implementation plan, including measurable objectives, activities, and action timetable.
5. Recruit and supervise program staff.
6. Recruit program participants and monitor provision of services.
7. Refer children and families with special needs to appropriate services in the community.
8. Develop and maintain an information management system.
9. Monitor program progress and assist in the evaluation of outcomes.
10. Prepare and submit reports to the Oklahoma State Department of Education, as needed, on services provided to children and families served.
11. Provide staff support services to the Community Advisory Committee and/or the Internal Coordinating Committee.
12. Attend the annual program orientation meeting and participate in local, statewide, and national networking efforts.
13. Maintain confidentiality.
14. Provide education to the community on OPAT and its services.
15. Assist in development and implementation of fund-raising projects.
16. Successfully complete supervisor training and certification through the Parents as Teachers National Center.
17. Serve a minimum of five families each program year if parent educator recertification is desired.
18. Ensure monthly statistical reports are submitted to the Child Services Demonstration Center.
19. Ensure at least one staff member attends the informational meeting, regional meetings, and the Family Matters Conference.
20. Facilitate and host the program site visits made by the OPAT state leader from the Oklahoma State Department of Education.

**Qualifications and Requirements:**

Master's Degree preferred.

Demonstrated ability for working with young children and their parents, **and** possession of an Oklahoma teaching certificate in **one** of the following:

- Early Childhood Education
- Elementary Education
- Related Field

**or**

Possession of a Bachelor's Degree in **one** of the following:

- Child Development
- Nursing
- Family and Consumer Sciences
- Related Field

Upon employment, completion of Oklahoma State Department of Education approved professional development regardless of previous training and experience is required, according to the following schedule:

**Initial employment for OPAT:**

- A minimum of 30 hours preservice training from a Parents as Teachers National Center *Birth to Three Institute*, or 12 hours if serving only as a coordinator.

**Continued Education during Employment:**

- First year – a minimum of 20 hours professional development
- Second year – a minimum of 15 hours professional development
- Third year and every year thereafter – a minimum of 10 hours professional development

Please note the National Center for Parents as Teachers requirements for a Supervisor to be implemented by July 2014:

[http://www.parentsasteachers.org/images/stories/documents/2011\\_PAT\\_essential\\_requirements\\_Mar2011\\_2.pdf](http://www.parentsasteachers.org/images/stories/documents/2011_PAT_essential_requirements_Mar2011_2.pdf)

**APPENDIX III**  
**JOB DESCRIPTION**

**TITLE: OKLAHOMA PARENTS AS TEACHERS (OPAT) PROGRAM ADMINISTRATOR**

In the event that an Oklahoma Parents As Teachers Coordinator is not employed, the district shall designate a Program Administrator. **A maximum of 10 percent (10%) of the grant amount may be used for administrative costs which include salary and fixed charges or designated as a part of the 25 percent (25%) match of cash or in-kind services.**

**Responsibilities:**

1. Assure all legal, financial, and organizational requirements are met during all phases of development and implementation.
2. Recruit and supervise program staff.
3. Monitor program progress and assist in the evaluation of outcomes.
4. Provide staff support to the Community Advisory Committee and the Internal Coordinating Committee.
5. Maintain confidentiality.
6. Attend the annual Informational Meeting held by the Oklahoma State Department of Education.
7. Ensure monthly statistical reports are submitted to the Child Services Demonstration Center.
8. Receive training in program administration for the Parents as Teachers National Center.

**Qualifications and Requirements:**

A certified staff member of the local district with knowledge of young children and the community (i.e., elementary principal, special programs director, counselor, kindergarten, or early childhood teacher).

Ability to supervise and direct personnel working with the OPAT program.

Good interpersonal and communication skills.

Please note the National Center for Parents as Teachers requirements for a Supervisor to be implemented by July 2014:

[http://www.parentsasteachers.org/images/stories/documents/2011\\_PAT\\_essential\\_requirements\\_Mar2011\\_2\\_.pdf](http://www.parentsasteachers.org/images/stories/documents/2011_PAT_essential_requirements_Mar2011_2_.pdf)