

ALTA HEAD START

JOB DESCRIPTION – MENTOR/COACH

POSITION: Mentor/Coach
DEPARTMENT: Education
SUPERVISOR: Education Services Manager
STATUS: Non-Exempt
RATE: Commensurate with Alta Salary Scale

JOB SUMMARY:

The Mentor/Coach is assigned to Head Start and Early Head Start Education and Home Based Staff to contact, observe, model, coach, and mentor on a regular basis; providing information to others; and implementing and maintaining services within established guidelines and principles. The Mentor/Coach meets and provides feedback for facilitated discussion on common problems teachers and home visitors are facing in order to design appropriate intervention strategies. The Mentor/Coach supports the agency developed School Readiness Framework and works with Head Start and Early Head Start Education and Home-Based staff to support them in effectively developing their learning environment using curriculum and planning educational experiences.

ESSENTIAL FUNCTIONS:

1. Assist in the mentoring and training of education staff to support school readiness measures and program quality.
2. Conduct classroom observations and provide feedback to teachers improving teacher-child interactions and curriculum implementation that supports positive child outcomes towards school readiness.
3. Provide technical support and assistance to classroom teachers as assigned, including direct coaching and mentoring of education staff to improve instructional practices and classroom quality.
4. Provide regular classroom observations using the specified evidence-based tools CLASS, Creative Curriculum Fidelity Tool, etc. Under the direction of the Education Manager assist with the planning and monitoring of education component services.
5. Provides reflective coaching and mentoring to the teachers to ensure the implementation of the education program reflects the ALTA philosophy and curriculum; promote and support professional development of the education staff.
6. Ensures teacher-child interactions and instruction is responsive, intentional and developmentally appropriate to ensure children are provided socially supportive, organized, and instructionally meaningful interactions to support their development (i.e., social-emotional, physical, cognitive and language) and learning (i.e., literacy, math, science, technology, social studies, and the arts).
7. Participates in the development of program policies, service delivery plans, and ongoing monitoring of program quality.
8. Ensures all mandates of Head Start performance standards, state and local licensing are met.
9. Attend workshops, conferences, and other necessary trainings to support component goals.
10. All other duties as assigned.

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

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RESPONSIBILITIES/EXPECTATIONS:

- Support Alta principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.
- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.
- Must be able to meet qualifications as required for Step up To Quality (SUTQ).

PROFESSIONALISM/ATTITUDE

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

EDUCATION/EXPERIENCE:

Minimum of a Bachelor's Degree in Early Childhood Education and State of Ohio Resident Educator's P-3 License required, Master's Degree Preferred. Experience in a Pre-School Education setting as a Lead Teacher required.

SUPERVISORY RESPONSIBILITIES:

NONE

WORK CONDITIONS:

Variable hours of work which may include overtime and weekends and occasional travel. May be asked to fill in at other centers or classrooms as needed for program operations.

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