

Mentor Coach
.7 FTE (40 hours/week during the school year)

SUMMARY

The Mentor Teacher will provide mentoring to classroom staff through guidance, coaching, modeling, training, support and information in the following areas (CLASS, TS Gold, Classroom management, CACFP, Referrals, Curriculum planning/lesson plans, Classroom set up, Transitions, Conscious Discipline, others as identified). This position works closely with the teaching staff and Education Supervisor to coordinate classroom-related activities that support the Professional Development of staff and contributes to successful child outcomes. Performs other duties as assigned by the Education Supervisor.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the American Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:

- Coach, support and lead classroom staff on data-based decision-making that will raise school readiness skills, increase teacher effectiveness, promote practices and share resources to ensure that skill-building and knowledge is integrated into the entire classroom.
- Plans with Education Supervisors and site staff to ensure lesson plans meet the goals of Creative Curriculum and are consistent with Head Start Performance Standards.
- With Education Supervisors, work within the classroom setting to model best practices, activities and teaching strategies for classroom staff that facilitate the development of young children.
- Works with Education Supervisors to propose, plan and deliver professional development opportunities for teaching staff.
- Conduct CLASS observations using CLASS Reliability tool.
- Lead group and individual coaching based on needs assessment of program and staff.
- Adhere to established curriculum and daily schedule at each assignment to maintain the highest quality programming and stable classroom environment for children in the absence of their regular teaching staff.
- Works with Education Supervisors and site staff to link data and evaluation findings to teaching strategies and program operation.
- Be prepared with developmentally appropriate transition, child management strategies and ideas for activities that work well across interest and ability levels of children 3 to 5 including children with disabilities.
- Easily adapt to a variety of environments, daily schedules and personalities. Recognize and respect the differences in approaches to teaching, classroom schedules and other variables that exist from center to center.
- Incorporate any positive new ideas for curriculum, child management, etc. seen in the various centers into the teaching strategies of the mentor position.
- Facilitate open communication with parents and staff to ensure complete services for each child and to integrate component services into the classroom.
- Encourage and welcome parent and other volunteers in the center, on field trips and other activities.
- Actively participates in all other required meetings and trainings for the program.
- Work collaboratively with internal and external programs and partners.

MISSION DRIVEN COMPETENCIES

- Fostering Teamwork
- Continuous Improvement
- Communication
- Building Collaborative Relationships
- Customer Centered
- Analytical Thinking
- Use of Technology and Information management

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Bachelor's Degree in early education or related baccalaureate degree with equivalent coursework in Early Childhood education. Three years' experience as a teacher in an early childhood program. Experience working with culturally diverse and low-income families. Experience with adult learning and teacher skill development.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Minnesota State Driver's License, proof of insurance and review of Motor Vehicle Record (MVR) report is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office and classroom environment which requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. Mobility to drive a motor vehicle in order to attend meetings. A job in this category may require walking or standing to a significant degree.

ORGANIZATIONAL INFORMATION

Grade:	N-5
FLSA Status:	Non-Exempt
Department:	Head Start

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