

We eliminate poverty by empowering families and engaging communities



Employee Name	Program	
	Head Start	
Job Title	Job Classification Code	
Mentor Coach Manager	02	
Originally Prepared By	Date Prepared	FLSA Status
Kristin Phillips, Head Start Director Jennifer Beilke, Education & Special Services Manager Kim Trautman, Human Resource Director	04/2019	Non-Exempt
Reports To	Approved By	
Head Start Director	Policy Council Date	
Employee's Signature	Date	
Supervisor's Signature	Date	

JOB FUNCTION:

Provide mentor coaching, new employee training, and overall support and follow-up with Teacher/Family Advocates and Home Visitor/Family Advocates. Ensure that staff are getting the direction needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness.

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AGENCY EXPECTATIONS:

- 1) Embrace, advocate, and carry out the mission, vision and core values of the Agency and adhere to all Agency Policies and Procedures
- 2) Familiarize and work toward the achievement of Agency-wide strategic plan goals, strategies and measures
- 3) Acts as a role model within, as well as outside the Agency
- 4) Provide friendly, responsive service to the public, community organizations and to those we serve
- 5) With a respectful and positive attitude, work with low income individuals and families with diverse backgrounds
- 6) Support, develop and maintain productive relationships required to carry out job activities
- 7) Demonstrate flexible and efficient time management
- 8) Maintain the security and confidentiality of all records and interpersonal interactions
- 9) Work effectively and cooperatively with community partners and co-workers
- 10) Participate in and/or lead Agency committees

HEAD START PROGRAM REQUIREMENTS:

- Physical exam within 30 days, 3-year renewal
- Mantoux Screening
- First Aid certification within first 60 days of initial employment, 2-year renewal
- CPR certification within first 60 days of initial employment, 2-year renewal
- Hepatitis B or documentation of refusal
- CARS training, 5-year renewal
- DHS Criminal Background check
- Informed Consent for Driving Record
- Appropriate licensure/transcripts or certification/credentials on file; enrolled in the appropriate program
- Personal transportation to assure completion of job duties
- Flexibility with schedule to meet program/family needs
- Complete performance standard training modules and implement all appropriate program policies and Head Start Performance Standards

REPORTING TO THIS POSITION ARE: None

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ESSENTIAL FUNCTIONS:

1) Essential Responsibilities:

- a) Develop individual mentor coaching plans, with specific goals and areas for growth identified which are based on observations and assessment
- b) Submit coaching plans to review with the Managers and assess Teacher/Family Advocate and Home Visitor/Family Advocate progress
- c) Follow-up on individual staff requests for mentor coach services and document nature of training provided.
- d) Practice Based Coaching through observation, reflective feedback and modeling of effective teaching practices. Emphasis will be on tools and technique for staff to deliver curriculum, assessment, CLASS and HOVRS practices with fidelity
- e) Promote best practices in Early Childhood Development based on Head Start Performance Standards, Curriculum, IY Philosophy, Licensing, and other curricula used at Head Start
- f) Provide researched based professional development opportunities aligned with program school readiness goals as needed

2) Quality Assurance

- a) Receive and maintain CLASS certification/HOVRS/PQA certification
- b) Assesses staff development needs and assists with the provision of staff training
- c) Monitor Teacher/Family Advocate and Home Visitor/Family Advocate TLC's to ensure alignment with program School Readiness goals

3) Agency and Division Support

- a) Assist in the development and evaluation of program policies, procedures, and curriculum
- b) Record and monitor Practice Based Coaching sessions in Child Plus

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QUALIFICATIONS:

Minimum

- Bachelor's degree in Early Childhood Education or related field – per Head Start Program Performance Standards 1301.90 (f) – coaches providing services described in 1302.92 (c)
- A minimum of two years' experience involving preschool teaching, community collaboration and supervisory experience in an education setting
- Valid Driver's license and current vehicle insurance

Preferred

- Knowledge of local community resources related to specialty area and the ability to collaborate with them
- Knowledge of American Disabilities Act, the Individuals with Disabilities in Education Act and the Head Start Disabilities and Mental Health Performance Standards
- Head Start experience
- Ability to prioritize work load, develop and maintain effective working relationships with co-workers, Head Start families, other agencies/organizations and the general public
- Basic computer skills

AMERICANS WITH DISABILITY SPECIFICATIONS:

- **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
 - The employee must occasionally lift and/or move up to 50 pounds.
 - Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **WORK ENVIRONMENT:** Primary work environments include the classrooms at each site, assigned office space and various meeting/training facilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.