

United Community Action Partnership, Inc.

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CLASS TITLE/POSITION: Early Head Start Coach/Mentor (JOB #0619H)

LOCATION: McLeod, Kandiyohi, & Lyon Counties

STARTING SALARY: \$16.19 – \$21.06/hr + Benefits

JOB STATUS: Full time (40 hours), 12 months per year, Union Position

RESPONSIBILITIES: To provide a comprehensive Head Start experience that meets the requirements of the Head Start Performance Standards. To integrate component activities within the classroom. To empower parents and staff as team members in a comprehensive approach to child development and self-sufficiency.

EXAMPLES OF DUTIES:

- To know, and follow the Agency Policies and Procedures, Head Start Program Service Plan, Head Start Act of 2007, Head Start Performance Standards, and Minnesota Licensing Statutes.
- To ensure that the Head Start program complies with the Head Start Act, Head Start Performance Standards, and Minnesota Licensing Standards.
- Review and provide feedback to weekly planning.
- Monitor classroom and home-based quality including but not limited to CLASS observations, curriculum implementation, and instructional strategies.
- Facilitate and/or provide professional development for Head Start teaching staff, including mentoring, coaching, training, and CDAs.
- Maintain professional development plans for assigned staff.
- Develop and maintain a system that ensures all component areas are integrated within the program option with support and direction from Head Start managers.
- Support and model United's Behavioral Competencies.
- Provide coaching and mentoring to Early Head Start/Head Start Teaching and Home Visiting staff.
- Fully participates in the assessment, planning, implementation, achievement of results, and evaluation activities of the program/area of work.

EDUCATION AND EXPERIENCE:

- Minimum Bachelor's degree in Early Childhood Education or related field plus minimum three (3) years' experience in providing professional development.
- CPR and First Aid certification.
- CLASS certification or willingness to obtain within one (1) year.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to develop and maintain individual and community partnerships.
- Problem solving and conflict resolution skills.
- Ability to work independently and as part of a team.
- Ability to train and provide technical assistance to on and off-site staff.
- Ability to plan, set goals, monitor implementation and evaluate program activities.
- Effective verbal and written communication skills.
- Efficient working knowledge of computer systems and software programs.
- Ability to oversee the delivery of services to children and families at assigned sites.
- Reliable, regular attendance.
- Reliable mode of transportation.
- Ability to travel in a nine (9) county area regularly and out of the nine (9) county areas for meetings, workshops and conferences.
- Must have satisfactory completion of background check.
- Must have satisfactory completion of medical exam and health screenings as requested per Head Start regulations.

CLOSING DATE: Interested union staff should submit written notice by 06/14/19.
Open to the public until filled.

CONTACT: Human Resources
United Community Action Partnership, Inc.
200 4th St SW, Box 1359, Willmar, MN 56201
320-235-0850 Ext.1129

Email: HumanR@unitecapmn.org