
Position Information: Coach/Mentor

Supervised by: Education Manager

Supervises: N/A

Salary: Manager I

Classification: Non-Exempt

Terms of Employment: Full-Time

Job Goal:

Provide assistance to new Early Head Start-Child Care Partners in meeting Performance Standards, the Head Start Act, and UMCHS policies and procedures and other applicable requirements in a reflective and supportive manner.

Essential Responsibilities:

- Provide initial and ongoing training and technical assistance to identified UMCHS EHS/HS Start staff regarding program philosophy, policies, procedures and other topics as requested or assigned to ensure the uniform delivery of quality services
 - Train new teaching staff and maintain support as needed while they gain knowledge of their role and the responsibilities of their position
 - Establish a positive, trusting, and comfortable relationship with assigned teaching staff
 - Assist teaching staff with appropriate curriculum planning and implementation
 - Model strategies for engaging children in interactions designed to improve content knowledge, vocabulary, love of learning and persistence in pursuing inquiries
 - Conduct observations of teaching staff and of their interactions with children and families to create opportunities for discussion
 - Provide feedback in a supportive, instructive and non-judgmental way
 - Enhance the ability of teaching staff to observe activities and experiences as part of ongoing assessment and use this information to individualize the curriculum
 - Provide opportunities for participants to reflect on and apply theory and learning to everyday practice
- Use the Classroom Assessment Scoring System (CLASS) and other assessments to recognize and promote quality classroom teaching.
 - Become certified as reliable with the Classroom Assessment Scoring System (CLASS)
 - In collaboration with the Child & Family Services Director and Education Managers provide coaching, mentoring, training and/or technical assistance to assigned classroom staff on the CLASS domains of Emotional Support, Classroom Organization and Instructional Support.
 - Additional training/coaching areas may include classroom environments, curriculum, ongoing assessments, Positive Behavioral Interventions & Supports (PBIS) and other areas as requested by supervisor, in coordination with Education Managers and the Child & Family Services Director.
- Work with supervisors, teachers, and/or home visitors to develop individualized goals and objectives. Provide ongoing assistance and support to implement them.
 - Utilize results of self-assessments, surveys, and performance appraisals to identify staff strengths and areas for improvement
 - Evaluate progress and effectiveness of coaching and training
 - Submit coaching plans to review with the Education Manager, and assess teacher progress
- Monitors the implementation of a developmentally and linguistically appropriate approach to child development and education
 - Completes monthly monitoring reports for assigned sites and submits them as prescribed
 - Develops and maintains schedules for on-site visitations
 - Must travel within UMCHS region, including possible over-night stays
- Plan and present small group workshops on relevant child development topics based on program monitoring outcomes

- Keep current on best practices and trends in child development and areas relating to childhood care and education
- Lead discussions on early child development and learning
- Assist Child & Family Services Director with Curriculum Resource Library, classroom materials, and other resources, as requested

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;
- A commitment to outcomes, measured results and quality improvement;
- A commitment to innovation and to what is possible.
- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- BA in Early Childhood Education or closely related field required (Master's degree in Early Childhood Education preferred)

Experience and Skills Requirements:

- Minimum of three years teaching experience in an early childhood program, preferably Early Head Start or Head Start
- Experience coaching and mentoring preschool teachers preferred
- Experience working with low-income families preferred
- Knowledge of early childhood including all domains of learning and development
- Familiar with current research and understand how that research can be translated into classroom instruction
- Knowledge of best practices to model and able to apply professional knowledge to work with adult learners
- Able to work and communicate with culturally, linguistically, developmentally, and age-diverse groups.
- Able to communicate self-confidence yet remain open to other perspectives
- Must have experience in establishing and maintaining positive, trusting, supportive relationships with teaching staff and families
- Friendliness, empathy and respect for staff balanced with the ability to individualize according to learning style and background
- Current Infant/Toddler CPR and First Aid cards
- Adequate means of transportation

Physical Requirements:

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. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Lift and move heavy and/or bulky objects up to 10 lbs.
- Sit for long periods of time with keyboard and do data entry at a computer.
- Occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms.
- Frequently required to drive, walk and climb stairs in the office and in a variety of community-based and home settings.
- Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

- The work environment includes indoor office environments or comparable spaces and community spaces, with some exposure to outdoor weather when traveling between sites. The noise level varies by sites and meetings.
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

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