



Job Description
Children's Services Mentor/ Coach

Exempt: No	SALARY LEVEL: Refer to current salary Chart
LOCATION: Central Office	
SUPERVISOR: Program Assistant Director	HOURS: 40 hours/week, 12 Months/Year
Policy Council Approved Date: 6/29/2017	Approved by: HR Manager

SUMMARY OF POSITION: To assist in the implementation and monitoring of Head Start/Early Head Start services, providing compliance with Head Start/EHS performance standards and the current work plans. Assist in ensuring compliance with ACF Performance Standards for Children's Services. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Using evidence based framework, provide Practice Based Coaching, technical assistance, and maintain support as the on the job mentor/ coach for classroom staff.
- Provides skill development and mentoring to staff progressing in their position by performing on the job technical assistance and mentoring of specific skills.
- Provides guidance and support to staff with implementation of curriculum planning, individualization and ongoing assessments using project based learning strategies and creative curriculum.
- Facilitates learning both one-on-one or in group settings
- Develop, implement and maintain system(s) for tracking ongoing mentoring/coaching
- As directed, supports and monitors program compliance through site observations and feedback.
- Conducts CLASS observations, follow-up and support; maintains CLASS reliability certification
- Assists in analyzing program data towards program and staff goal setting.
- Provides training to staff on systems and procedures, as needed.
- Participates in the program planning for training and technical assistance.
- Assist in special projects for Children's Services.
- Secure facilities for trainings and assist in writing consultant training contracts, with management team input.
- Participates in trainings, workshops and meetings as assigned.
- Participates in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort.
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/CERTIFICATES and/or EXPERIENCE:

- a. BA or advanced degree in Early Childhood Education **OR**
- b. BA degree in a field related to Early Childhood Education with the 12 core units of ECE

In addition to A or B:

- Minimum three years teaching experience in a pre-school/ infant/ toddler classrooms
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, must be up to date on immunizations and have a current (within one year) TB clearance and Health Screening Report.

In Addition to the above:

KNOWLEDGE AND SKILLS

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education
- Knowledge of culturally diverse groups and persons from low-income families.
- Coaching and consultation skills.
- Intermediate personal computer skills with word processing and email experience
- Strong oral and written communication skills
- Bilingual, Spanish/English preferred.
- Intermediate skills in reading, analyzing, and interpreting procedures and governmental regulations.
- Intermediate ability to write reports and correspondence. Intermediate ability to effectively present information and respond to questions from groups of parents, children and staff.
- Intermediate ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Intermediate ability to solve practical problems and deal with a variety of situations with good judgment
- Intermediate ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERSONAL CHARACTERISTICS

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision.
- A sincere interest in the development of all children and in building partnerships with families.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 25% of the time, to centers, meetings, and trainings as scheduled throughout the year. The employee spends approximately 25% of the time writing and/or keyboarding.

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

Community Action Partnership of Sonoma County is an Equal Opportunity/Affirmative Action Employer.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate and sometimes noisy.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____