

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Child Development Mentor Coach

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Supervisor: Child Development Manager

Classification: Non - Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Provide mentor coaching, new employee training, and overall support and follow-up with teachers by means of a referral and case management approach. Ensure that teachers are getting the direction needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness.

### **Essential Duties and Responsibilities**

- Develop and maintain positive, supportive relationships with child development staff.
- Work with the child development managers to develop a schedule for conducting classroom observations as a foundation for determining needs.
- Develop individual mentor coaching plans, with specific goals and areas for growth identified which are based on classroom and teacher observations.
- Submit coaching plans to review with the Child Development Manager, and assess teacher progress.
- Follow-up on individual child development staff requests for mentor coach services and document nature of training provided.
- Provide constructive feedback and support to teaching staff for learning and growth. This may include activities, reading material, or other resources as needed to guide learning.
- Train new teaching staff and maintain support as needed while they gain knowledge of their role and the responsibilities of their position.
- Plan and present small group workshops on relevant child development topics based on program monitoring outcomes.
- Promote best practices in early childhood development based on Head Start Performance Standards, Creative Curriculum, PITC Philosophy, California Community Care Licensing, State Childcare Guidelines, and other prescribed curricula used at Shasta Head Start.
- Use reflective practice and additional strategies to promote positive outcomes for the teaching staff and the children they influence.
- Receive and maintain CLASS certification.
- Travel as needed throughout Shasta Head Start catchment area.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Knowledge of various software programs such as MS Word, Excel, Power-Point, Publisher, and Child Plus.

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to write reports, business correspondence, and procedures manuals.
- Ability to effectively present information and respond to questions from community members, community groups, families, staff and the general public.
- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to organize and manage time effectively, and work independently.
- Ability to write using correct grammar, spelling and punctuation.

**Education**

*Minimum*

AA degree in Early Childhood Education or related field, including meeting the minimum requirements for a Child Development permit at the Associate Teacher level or higher.

*Desired*

BA degree in Early Childhood Education or related field, including core ECE units: Human/Child Development (3 units), Family, Child and Community (3 units), and Program/Curriculum (3 units).

**Training and Experience**

*Minimum*

One year classroom teaching experience

*Desired*

Two years classroom teaching experience. Teacher level Child Development Permit.

**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 regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

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Supervisors Title