



Child Development Mentor/ Coach Job Description

Job Title:	Child Development Mentor/ Coach	Location:	Harding Family Center
Department:	Head Start	Reports To:	Education/ Disabilities Manager
Division:	Central Office	Pay Grade:	
FLSA Status:	Non-Exempt		

SUMMARY

In conjunction with the NIC Head Start mission, Five-Year Goals and in compliance with all local, state and federal regulations, the Child Development Mentor-Coach exercises independent judgment and discretion in carrying out major assignments including but not limited to: providing 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.

Position Description

This list includes, but is not limited to the following:

- Maintains a positive, helpful, constructive attitude and work relationship with supervisor, staff, families and the community.
- Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
- Assist in the development and coordination of the program's training and technical assistance plan.
- Assess the training needs of staff to develop and coordinate professional development.
- Participate in internal and external committees, including but not limited to, planning and/or operations committees and task forces as directed by the program Director.
- Participate in professional development opportunities to ensure up-to-date, quality services to children and families, which may require out-of-area travel.
- Consult with the Education/ Disabilities Manager in developing operations for mentoring teaching staff in best practices as outlined in the program's Positive Behavior Interventions and Supports plan (PBIS).
- Develop and maintain positive, supportive relationships with teaching staff as per the Teacher-Coach Agreement.
- Collaborate with Supervisors, the Mental Health Consultant and the Education/ Disabilities Manager 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 Education/ Disabilities Manager and assess teacher progress.
- Follow-up on individual staff requests for mentor coach services and document the nature of training provided.
- Use adult learning styles, including reflective practice, for improving teacher-child interactions and how to work with culturally, linguistically and developmentally diverse groups of children.
- Provide constructive feedback and support to teaching staff for learning and growth. This may include activities, reading material, modeling teaching practices within the classroom or other resources as needed to guide learning.
- Support new teaching staff training 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, North Idaho College Head Start PBIS Plan, High Scope Curriculum, and other prescribed curricula used at North Idaho College Head Start.
- Assist the Education/ Disabilities Manager in assessing the needs of staff in order to help develop and coordinate mentor/ coaching.
- Perform other duties as assigned by supervisor.
- Plan work time to meet the center operations schedule, knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- Travel as needed throughout North Idaho College Head Start service area.



REQUIRED MINIMUM QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

Education

Level I: Baccalaureate degree in Early Childhood Education, Early Childhood Special Education, Child Development, or Family Studies.

Level II: Masters degree in Early Childhood Education, Early Childhood Special Education, Child Development, or Family Studies.

Experience

- Experience in assisting to administer an Early Childhood program, with preference given to Head Start administrative experience.
- Experience planning, developing and conducting professional development.
- Experience in strategic planning and project management.

Knowledge, Skills and Abilities

- Strong interpersonal skills and the ability to work with people from diverse ethnic, cultural and linguistic backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrated written, oral, and organizational skills.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
- Demonstrate professional ethics and confidentiality.
- Represent the Head Start program in the community and with other professionals, positively and with professionalism.

Licenses, Registrations, & Certifications

- Register with Idaho STARS and participate in the professional development system.
- Maintain current Infant, Child & Adult CPR and First Aid
- Receive and maintain CLASS certification in order to support CLASS observations for individual/team support and for program planning.
- Meet terms of Statement of Agreement/ Employment Declaration.
- Pass an enhanced criminal background check including fingerprinting, as required by Head Start Program Performance Standards and Child Care Licensing requirements, prior to first day of work.

Work Environment

- Work in a variety of environments including shared office space and classrooms.

Physical Demands

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.



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I, _____ have read this job description and understand its contents.
(print your name here)

Employee's Signature

Date