

TRI-COUNTY COMMUNITY ACTION, INC.
PROJECT HEAD START & EARLY HEAD START

JOB DESCRIPTION

JOB TITLE: Early Head Start Mentor

DEPARTMENT: Head Start Birth to Five Program

CLASSIFICATION: Full Time; Non-Exempt

GENERAL DESCRIPTION: The Early Head Start Mentor must be a person with high moral standards and possess a commitment toward maintaining those standards as a role model for staff and participating families. He/she must have initiative and imagination. Must be a self-starter with the ability to work unsupervised yet be willing to accept direction. Tact and the ability to work with others in a positive manner are necessary. The EHS Mentor must be able to assume general administrative duties as delegated by the Education Specialist Coach in order to maintain a quality program.

QUALIFICATIONS: A minimum of an A.S., A.A. in Early Childhood Education or a related field is required. Experience working with low-income families and with small children is a must. Experience must also include working with adults to meet training needs, and assist with program planning.

DUTIES:

- Develop and maintain positive, supportive relationships with EHS child development staff.
- Work with the Center Directors to develop a schedule for conducting classroom observations as a foundation for determining teaching staffs needs.
- Develop individual mentoring plans, with specific goals and areas for growth identified which are based on classroom and teacher observations.
- Submit mentoring plans and share data to assess teacher progress.
- Follow-up on individual child development staff requests for mentor services and document the training provided.
- Provide constructive feedback and support to EHS teachers for learning and growth. This may include one on one activities, reading material, or other resources as needed to guide learning.
- Train new EHS teaching staff on CLASS and maintain support as needed while they gain knowledge of their role and the responsibilities of their position.
- Assist with planning and present small group workshops on relevant child development topics based on program monitoring outcomes, including Pre-Service Training
- Promote best practices in early childhood development based on Head Start Performance Standards, Creative Curriculum, PITC Philosophy, Texas Child Care Licensing Guidelines, and other prescribed curricula used to advance the quality of teaching
- Assist the Education Specialist Coach with updating plans and policies related to Education Coaching
- Use reflective practice and additional strategies to promote positive outcomes for the teaching staff and the children they influence.
- Receive and maintain CLASS certification for Infants and Toddlers

- Administer the Classroom Assessment Scoring System (CLASS) twice a year and analyze ongoing data including literacy specific assessments to measure improvements in child outcomes for EHS
- Distribute latest research based resources for teaching staff
- Travel as needed throughout the serve area to support, guide, and mentor EHS Teachers
- Must be able to lift or move 20 to 25 pounds
- Regular working hours are 8:00 a.m. until 4:30 p.m.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned tasks relevant to the effective operating of the program or other task assigned by supervisor.
- 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.

SUPERVISORY DUTIES:

None

IMMEDIATE SUPERVISOR:

Education Specialist Coach

Signature: _____

Date: _____