

Please apply by visiting our website at www.gleamnshrc.org

GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Mentor Coach **Status:** Exempt
Department: Head Start **Date Approved:** July 2017
Reports To: Curriculum Specialist **Approved By:** CEO
Revised: June 2017

PRIMARY PURPOSE or JOB SUMMARY

Responsible for supporting and engaging program staff in individual and small group sessions and building their capacity to promote successful outcomes for children. Will provide training and support for teaching staff in implementing early childhood education services for preschool children and will ensure all program policies and Head Start Performance Standards are followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Evaluates existing strengths of assigned teachers and build positive, reflective mentor-coaching relationships.
2. Works with the Center Coordinators and Education Liaison to develop a schedule for conducting classroom observations.
3. Conducts classroom observations, models effective teaching practices, and provides feedback to strengthen teachers' areas of weakness.
4. Uses classroom and teacher observation results to develop individual improvement plans with specific goals and areas for growth.
5. Submits and reviews improvement plans with the teacher/teacher assistant and Center Coordinator. Evaluates teacher progress and makes recommendations for continued growth.

-
6. Receives individual teaching staff requests for mentor-coaching services, provides requested training, and documents training provided.
 7. Provides training to new teachers, teacher assistants, and substitute teachers on their roles and responsibilities. Provides resources and support as needed while they gain knowledge for their position.
 8. Assists in monitoring and evaluating the performance of classroom staff utilizing various assessment tools, such as CLASS, PQA, ECERS, etc.
 9. Participates in meetings and training sessions and the self-assessment process.
 10. Facilitates and coordinates meetings and trainings as assigned or in coordination with the Education Liaison.
 11. Performs other duties as assigned.

ACCOUNTABILITY

For monitoring the effectiveness of teaching practices in the Program.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

BA or BS Degree in Early Childhood Education or a related field. Must have five years of experience working with preschool children. Prefer applicant with experience in working with adult and diverse learners and knowledge of Head Start Performance Standards and Child Outcomes Framework. Must be CLASS reliable or obtain CLASS reliability within 90 days of employment.

Valid South Carolina Driver's License.

EQUIPMENT AND MACHINES

Computer

WORKING CONDITIONS

Must be able to attend meetings and training sessions after working hours. Must be able to travel within service area, including possible over-night stays. May be required to attend in- and out-of-state training conferences.

ADDITIONAL COMMENTS

Must be self-motivated and work without direct supervision. Must be able to communicate effectively in English in both verbal and written format. Must have ability to communicate with a variety of people and maintain strict confidentiality of program data. Ability to maintain effective working relationships with people of varied social, cultural, and educational backgrounds. Must be physically capable of performing the essential functions of this job. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties.

This position assumes a team relationship with other program components and the performance of any other related duties.