

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Coach and Mentor classroom staff development, monitor progress toward program and staff goals.
- Provides constructive feedback and support for the purpose of increasing confidence and competence of staff. This includes modeling, co-teaching, observations, and providing reading materials and other resources as needed.
- Provides follow-up support to staff following any form of training for the purpose of increasing implementation of information and transfer of skill into practice.
- Completes weekly/monthly monitoring reports or coaching logs for assigned visits and submits them to the Education Manager.
- Participates in on-going professional development for the purpose of providing effective coaching/mentoring activities that support child development.
- Develops and maintains with the Education Manager and Area Coordinators a schedule of observations for the purpose of determining training needs of staff.
- Provide encouragement designed to support teaching staff's completion of college coursework towards earning academic degrees.
- Conduct center observations to promote developmental appropriate practices, sound program approaches to delivery of services.
- Allows teachers and assistants to observe him/her and other classroom staff, offers support, and leads discussions on what was demonstrated.
- Utilizes leadership styles that re-enforce best practices when coaching and mentoring teachers.
- Provides guidance regarding classroom /time management, discipline, scheduling, planning and organizing the day.
- Maintains cooperative attitude of working together with the teacher, classroom staff, volunteers, and parents, management staff in planning and implementing classroom activities, consistent with the curriculum guide, resources and training provided.
- Maintains a positive, calm attitude and a soft voice, and encourages this attitude and voice in others.
- Conduct small group meetings for teaching staff to discuss appropriate curriculum planning and implementation, the on-going assessment process, and how to individualize curriculum.
- Provide informal learning opportunities for teachers to reflect on and apply theory and learning to everyday practice.
- Maintain knowledgeable on the program's curriculum and operational procedures.
- Assist with the collection and gathering of child progress data and outcomes.
- Meet with the Area Coordinators and Education Manager on a regular basis and inform the Education Manager immediately when problems or emergencies occur.
- Administer the Classroom Assessment Scoring System (CLASS) twice a year and analyze ongoing assessment data with the education team to measure and improve Child Outcomes for the program.
- Provide one-to-one mentor coaching strategies for improving teacher-child interactions and how to work with culturally, linguistically and developmentally diverse groups.
- Model and support the daily activities of all teaching staff. Supports teachers with the development, coordination and delivery of curricula and other educational activities for each classroom. Ensure that lessons and activities meet the needs of the children.
- Utilize the information from the Child Outcomes reports to model and coach teaching styles and activities to enhance children's progress toward established goals and objectives within each classroom.
- Interact with parents and other family members to promote optimum participation by family members in all aspects of the ECE component.
- Submit all required reports and related data to the Education Manager and/or appropriate Program Manager.

- Attend training sessions, workshops, and out of town conferences pertaining to the ECE component.
- Provide training for staff on how to implement and utilize the LAP-3 Assessment system; assists with inputting data from LAP-3 assessments into the OnlineLAP.net database.
- Ensure all classrooms meet safety and health regulations for compliance and/or report identified problems to appropriate Program and/or Education Manager.
- Ensure that all confidential information and records are maintained in a locked filing cabinet within the classrooms.
- Coach, Model, Mentor and Support teachers by observing, assessing, evaluating, documenting and referring children in accordance with established policies and procedures.
- Serve as a role model for parents, staff and volunteers by utilizing proper techniques in redirections, modeling, appropriate language, correct discipline, displaying positive interactions with children and other adults on a daily basis.
- Coach, Model, Mentor and Support teachers in implementing cultural diversity and individual strengths of all staff.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Meets regularly with the Area Coordinators and Education Manager to support on-going professional development for staff.
- Coach, Model, Mentor, and Support teachers with implementing classroom activities utilizing strategies to develop physical, social, emotional and cognitive development.
- Maintains confidentiality of all records and information for staff, children and families.
- Perform related duties as assigned.

Qualifications/Requirements:

- At Minimum a Baccalaureate Degree in Early Childhood Education or a related field.
- Possession of a valid Tennessee Commercial Driver's License and maintain a vehicle liability insurance policy.
- Ensure periodic physical examinations and tuberculin test.
- Incumbents are subject to a criminal background check and must pass post-offer and random drug and alcohol screening.
- Prefer bilingual (English/Spanish).
- DOT Medical Card.

Knowledge or Skills:

- Excellent computer, verbal, and written skills.
- Familiar with assigned geographical area and knowledge of community resources.
- Experience in case management and working in a pre-school environment.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Organizational and multi-tasking skills.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
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