

Highland Rim Economic Corporation

Title: Coach/Mentor	Reports to: Education Manager
Status: Non-Exempt	Department: Head Start
Skill Level: 5	Pay Grade: 501
Location of Work:	

Description:

The Coach/Mentor is responsible for coaching staff in regards to Early Childhood Education. Will assist and coach staff in conducting Teaching Strategies GOLD as well as working with children in a developmentally appropriate manner. The Coach/Mentor will model to staff routine activities and developmentally appropriate practices as well as active supervision. The Coach/Mentor will also conduct CLASS observations as a certified, reliable assessor as needed. The Coach/Mentor adheres to Head Start Performance Standards and Tennessee Daycare licensing standards, and ECERS.

Responsibilities:

- Adheres to all agency operational Policies and Procedures and written plans in accordance with Federal Performance Standards and state and local guidelines
- Respects and maintains confidentiality and privacy of all records and information of staff, children, and families
- Reports suspected child abuse or neglect as required by law in accordance with agency policy and procedures and state guidelines
- **Responsible for assisting the agency in achieving the Non-Federal Share In-Kind match, as required by the Office of Head Start**
- **Conducts regular visits to all classrooms providing support, guidance, and assistance**
- Develops and maintains positive, supportive relationships with staff for the purpose of supporting professional growth through the mentoring process
- Develops and maintains schedules for observation of classroom staff for the purpose of determining training needs
- Utilizes Practice Based Coaching components for the purpose of assessing needs, engaging in focused observations, and providing reflection and feedback in order to set goals and develop action plans
- Provides constructive feedback and support for the purpose of increasing staff confidence and competence. This may include modeling, co-teaching, observing, providing materials or other resources as needed
- Plans and conducts monthly mentor coaching visits to classrooms to assist staff
- Reviews Teaching Strategies GOLD to assist staff with Outcomes
- Provides ongoing support to staff following any form of training for the purpose of increasing implementation of information and transfer of skill into practice
- Coach and support staff in implementing cultural diversity and individual strengths overall
- Ensures all classrooms meet program regulations for compliance and/or report identified problems to the appropriate manager and/or Education Manager
- Attend training sessions, workshops and out of town conferences
- Provide assessment training related to Teaching Strategies Gold database

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- Assists with administering the Classroom Assessment Scoring System (CLASS) three times a year. Assists with gathering and analyzing ongoing assessment data with the education team to measure and improve Child Outcomes for the program. Strengthen teaching staff's understanding of Assessments
- Submit all required reports and related data to the Education Manager
- Meet with Education Manager on a regular basis and inform the Education Manager immediately when problems or emergencies occur
- Completes weekly/ monthly monitoring reports or coaching logs from assigned visits and submits them to the Education Manager
- As needed, fill in for classroom staff if substitute is not available
- Ensures workspace is kept clean and organized
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

- Bachelor's Degree in Early Childhood Education or a related field
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy
- Ensure periodic physical examination and tuberculin test
- Incumbents are subject to a criminal background check and must pass pre-employment/random drug screenings
- Prefer bilingual (English/Spanish)

Knowledge or skills:

- 3-5 years related experience
- Proficient computer, verbal and written skills
- Familiar with assigned geographical area and knowledge of community resources
- Experiences in case management and working in a pre-school environment
- Ability and demeanor to interface and network with staff of professional and civic organizations
- Good interpersonal skills and the ability to work as both a team leader and member
- Adheres to professional ethics and standards.
- Frequent significant decision and problem solving abilities
- Organizational, decision-making and multi-tasking skills
- Strong math skills

Physical Requirements:

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 (50)

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fifty pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Travel up to 50-75%.

The required physical demands described above are not all inclusive in describing the demands 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.

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

Signature: _____

Date: _____