

## **JOB DESCRIPTION**

### **EARLY LEARNING MENTOR COACH**

Under the supervision of the education assistant manager, the early learning mentor coach shall be responsible to:

1. Conduct center and home-based site observations to promote developmentally appropriate practices, sound program approaches to delivery of services, and impart culturally and linguistically appropriate beliefs.
2. Administer the Classroom Assessment Scoring System (CLASS) twice a year and analyze ongoing assessment data to measure improvement in child outcomes.
3. Assist with the collection, monitoring, assessing and analyzing of child progress data.
4. Provide one-to-one reflective strategies for improving teacher-child interactions and how to work with culturally, linguistically, and developmentally diverse groups of children.
5. Conduct small group meetings for teaching staff to discuss appropriate curriculum planning and implementation, the ongoing assessment process, and how to individualize curriculum.
6. Provide informal learning opportunities for teachers to reflect on and apply theory and learning to everyday practice.
7. Maintain current knowledge of the program's curriculum and operational procedures related to early care and education and ensure implementation.
8. Provide encouragement designed to support teaching staff's completion of college coursework towards earning academic degrees.
9. Maintain documentation of all services provided and reports submitted.
10. Distribute latest research-based resources, professional growth opportunities, and materials.
11. Attend and/or conduct all required meetings, pre-service, in-service, and other training as directed.
12. All other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Required Education and Experience:**

- Minimum of a bachelor's degree in child development or early childhood education.
- Minimum of three (3) years' experience in an increasingly responsible position which included program planning, organizing, and adult education and training. Experience must include at least two (2) years as a preschool teacher or as an early care educator of infants and toddlers.

## *Early Learning Mentor Coach*

**Preferred Criteria:** Master's degree in child development/early childhood education. Ability to understand and communicate verbally in Spanish and English in order to effectively model and provide reflective strategies for improving teacher interactions with Spanish and English-speaking children.

**Knowledge and Abilities:** Knowledge of Windows environment and applications such as Word, Excel, and PowerPoint. Knowledge of the Classroom Assessment Scoring System (CLASS) and maintain certification once reliable. Knowledge of early childhood development practices for young children. Knowledge of appropriate early childhood curriculum and environments for children as well as knowledge of Head Start and home-based options. Ability to clearly understand, interpret and implement early childhood assessment tools for young children, including training for Early Childhood Environment Rating Scale. Ability to exercise sound judgment and initiative. Ability to provide leadership and stability to teaching staff for program continuity. Ability to collect and analyze data, prepare and maintain reports. Ability to establish and maintain safe, friendly and respectful working relationships with staff, clients, and other professionals. Sensitivity to the needs of low-income families and multicultural beliefs and practices. Ability to maintain strict confidentiality. Ability to work independently, work a flexible schedule and travel throughout Ventura County.

**Physical Abilities:** Ability to effectively use hands and fingers in the use of computer, keyboard, and other office machines and for completing required paperwork. Ability to clearly see detailed documents and reports. Ability to see at normal distance and hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs and stand for prolonged periods of time. Ability to safely drive own or company vehicle.

**License or Other Requirements:** Must have access to a dependable auto with appropriate insurance coverage and possess a valid state of California driver's license. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test and criminal record background check. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired. Mandated reporter.