

**JOB DESCRIPTION**  
**Mentor Coach**

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|---|-------------------------------|
| <b>1. Little Dixie C.A.A.</b>   | <b>2. Program: EHS-CC</b>     |
| <b>3. Reports To: Assistant Director EHS-CC</b>   | <b>4. Title: Mentor Coach</b> |
| <b>5. Grade: 7</b>  | <b>6. Date: March 3, 2017</b> |
| <b>7. Approved By: Rebecca Reynolds</b>  | <b>8. Status: Non-Exempt</b>  |

**JOB SUMMARY:**

The Early Head Start-CC (EHS-CC) Mentor Coach is responsible for implementing a research-based, coordinated coaching strategy for education staff.

**ON THE JOB SKILL REQUIREMENTS:**

Must demonstrate the ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Must be patient, able to resolve conflicts, be gentle, kind, creative, resourceful, detail oriented with a strong desire to succeed. Must be able to cope well with stress and must also be able to multi-task. Must be able to provide effective training and technical assistance to the teaching staff.

**ENVIRONMENTAL FACTORS/WORKING CONDITIONS:**

Enclosed facility; classroom and office environment; floors may be vinyl, tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits will be conducted.

**DUTIES AND RESPONSIBILITIES:**

1. Work cooperatively with HS/EHS/EHS-CC and other agency staff and maintain positive communication while promoting a consistent exchange of information.
2. Provide positive support and guidance with all staff regarding coaching strategies.
3. Assist in implementation of policies established by federal and state law and agency policy and ensure compliance with the EHS-CC performance standards and licensing regulations.
4. Understand the EHS-CC Training Plan and train at In-Service trainings, one-on-one trainings and small group trainings.
5. Observe, model and coach daily, developmentally effective early childhood instructional techniques and practices in the classroom. Conduct formal, written classroom observations based on coaching model.
6. Conduct regular reflective supervision with classroom staff. Assist classroom staff with setting and achieving their goals.

7. Serve as an instructional leader by providing guidance, support and suggestions to the classroom staff regarding individualization of lesson plans, child assessments and evaluations, classroom observations to produce positive child outcomes.
8. Monitor and support the implementation of curriculum to ensure classroom environments and appropriate activities that include all EHS-CC content areas: individual development, social development, emotional development, cognitive skills, language skills and physical skills.
9. Identify training and professional needs of staff and participate in the individual training plan for staff development to support teacher effectiveness. Facilitate trainings as needed.
10. Maintain compliance with LDCAA & EHS-CC policies, issuances, guidance, rules and regulations.
11. Show flexibility to assist with other tasks when necessary.
12. Provide all information requested for program documentation in a timely manner.
13. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
14. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities,
15. Keep all records accurate and current as appropriate. Keep all records and family information confidential.
16. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other trainings, meetings or workshops and deemed necessary by the EHS-CC Assistant Director, HS/EHS/EHS-CC Director, EHS-CC Associate Director or Executive Director.
17. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of EHS-CC and Little Dixie Community Action Agency, Inc.
18. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **SUPERVISORY RELATIONSHIP:**

The Mentor Coach reports directly to the Assistant EHS-CC Director, exercising no direct supervision over any employee.

### **EDUCATIONAL AND OTHER QUALIFICATIONS**

1. Minimum of a Bachelor's Degree in Early Childhood Education or related field
2. Must have experience in adult learning principles, data, Early Head Start-Child Care program, working with young children, early childhood education curriculum, Head Start policies, procedures, and culture.
3. Must have reliable transportation, valid driver's license and automobile insurance.
4. Obtain and maintain first aide and infant/toddler CPR certification within 90 days from date of hire.
5. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been

convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippy Violent Crime Offenders Registration Act

6. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
7. Must obtain and provide documentation of an initial and annual physical health examination and TB screening or assessment (as required).

**MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

1. Must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds.
6. Ability to communicate effectively both verbally and written; ability to maintain emotional control under stress.
7. Must be able to see and read PC screens; detect color coding, read fine print, and/or normal type size print.
8. Ability to understand, remember, and apply oral and/or written instructions or other information.
9. Must be able to make appropriate job decisions following standard office policies and past precedents.
10. Must be able to think through consequences of a decision prior to making it.
11. Ability to make decisions which have moderate impact on the immediate work unit and monitor impact outside immediate work unit.
12. Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy.
13. Must be able to simultaneously manage multiple projects and tasks.
14. Frequently must visually detect highway signs and interact with traffic while operating a vehicle.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

Little Dixie Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LDCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right

to assign or reassign duties and responsibilities to this job at any time. This position is **Non-Exempt** from the provisions of the Fair Labor Standards Act and its amendments. I certify that I understand and accept the responsibilities and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)