

## Early Learning Mentor Coach HS/EHS

### Purpose Statement

The job of Early Learning Mentor Coach HS/EHS is done for the purpose/s of providing on-going coaching for staff in licensed early care and education sites that support effective teaching practices that lead to positive outcomes for children within the context of a collaborative relationship; coordinating a professional development program and related activities; and implementing and maintaining services within established guidelines and standards.

This job reports to assigned administratorHS/EHS

### Essential Functions

Conducts formal classroom assessments and writes formal assessment reports for the purpose of rating sites.

Coordinates with district and building administrators, a variety of committees, etc. for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development services within the District.

Demonstrates and supports the implementation of high-quality teaching and instructional practices (e.g. practice based coaching, including developing goals and action steps, focus observation and feedback and reflection, etc.) for the purpose of stressing the impact of teacher-child interaction and intentional approaches on school readiness and later school success.

Designs services (e.g. data management, fiscal responsibility, forecasting, etc.) for the purpose of implementing professional development program activities that address identified training needs in small groups or individually.

Develops individual mentor coaching plans for the purpose of establishing specific goals and areas for growth or needs assessment, observation and reliable data.

Maintains a variety of manual and electronic files and/or records (e.g. works with program administration and site supervisors to compile and interpret program data, monthly monitoring reports, coaching logs, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Meets with the Education Manager on a regular basis for the purpose of assessing teacher progress towards goals and objectives.

Monitors professional development services (e.g. utilizes relationship based coaching cycle components to assess needs, engage in focused observations and provide feedback in order to set goals and develop action plans; consultants course outcomes; training staff; models co-teaching and observation, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department, and district objectives.

Monitors the safety and supervision of children in the program (e.g. general maintenance of equipment; general knowledge of classroom management, etc.) for the purpose of providing a safe and positive learning environment.

Participates in meetings, workshops, trainings, and seminars (e.g. provides technical assistance in development and implementation of classroom and site improvement plans for advancement on the Tier Rate Yolo County Sites Rating Matrix, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Plans and presents individual and group workshops on relevant child development topics based on program data for the purpose of providing individualized professional development.

Prepares a wide variety of written materials (e.g. reports, memos, letters, thank-you notes, refunds, name tags, sign-in sheets, class lists, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Researches a variety of information (e.g. courses, materials, training consultants, etc.) for the purpose of developing new programs that meet staff training needs.

Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Supports teacher implementation of program's planned language approach for the purpose of meeting the key language needs of all children, including children learning English.

Travels throughout Yolo County, as needed, for the purpose of fulfilling mentoring duties and responsibilities.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: bookkeeping principles; concepts of grammar and punctuation; office application software including relational databases; and conflict resolution.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; and managing multiple projects.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Pre-Employment Proficiency Test  
Pre-Employment Health Screening

Valid Driver's License & Evidence of Insurability  
Pediatric CPR & First Aid Certificate  
Child Development Site Supervisor Permit  
CLASS Certification

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/29/2018

**Salary Grade**

41