



HEAD START OF YAMHILL COUNTY
1006 NE 3RD STREET (SUITE A), McMinnville, OR 97128
JOB DESCRIPTION

Revision Date: 6.26.2020	Position Number: HSYC -06-18	FLSA Status: Non-Exempt
Position Title: Education Component Mentor	Pay Range: TBD, 9 month 40-hour weekly position	
Reports to [Job Title & Division/Department]: Education Coordinator	Positions Supervised: None	

GENERAL DESCRIPTION:

To provide individualized and small group support in the component areas of education, mental health, disabilities, and coaching to Head Start classroom staff. Mentor of classroom staff in curriculum implementation, classroom management, and developmentally appropriate practices that align with Head Start of Yamhill County philosophies and expectations.

ESSENTIAL JOB DUTIES:

1. Collaborating with Education Leadership Team (Education Coordinator, Specialized Services Coordinator, Trauma Informed Specialist, and Instructional Coach) in development and implementation of professional development plans and opportunities for classroom staff.
2. Mentoring classroom staff in the areas of classroom environments, challenging behaviors, and all domains of child development and early childhood education. Mentoring strategies include: observation, modeling, side by side support, environmental arrangements, reflective conversation, and problem solving discussions.
3. Assisting Specialized Services Coordinator in supporting staff to meet the needs of children with mental health and disabilities concerns.
4. Assisting Education Coordinator with the training and implementation of HSYC's adopted curriculum (Creative Curriculum).
5. Supporting & mentoring classroom staff at all sites, with a focus on grounding new staff to HSYC expectations and teaching philosophies.
6. Overseeing and supporting education staff with Classroom Team Meetings.
7. Assisting in classrooms and with teacher check-out items as needed.
8. Assisting Education & Specialized Services Coordinators with transition processes as needed.
9. Assisting Education Coordinator with TS GOLD training, tracking, monitoring and oversight as needed.
10. Modeling direct, positive, honest and respectful behavior in every aspect of work with children, families, staff and community members.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. A.A.S. in Child Development, Early Childhood Education or a related field preferred.
2. Five years' experience in working with preschool children in a classroom setting required. Experience mentoring classroom staff preferred. Previous experience working with at risk families and children preferred.
3. Experience, understanding, and implementation of Creative Curriculum preferred.

MINIMUM QUALIFICATIONS:

1. Possess knowledge in the areas of child development, classroom management, developmentally appropriate practices, and early childhood education.
2. Experience mentoring staff in a classroom setting.
3. Valid First Aid/CPR Certificate, Food Handlers Card and continued enrollment in CCD Criminal History Registry.
4. Good written and oral communication.
5. Valid Oregon driver's license and appropriate auto insurance, as required by state law.
6. Understands and demonstrates ethical practices as listed in the NAEYC Code of Ethics.
7. Computer literacy.
8. Must be free of child care-restrictable disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
9. Maintain confidentiality and exercise sound judgment concerning privileged information

COMMUNICATION SKILLS:

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers
2. Represent the organization to the public in a professional manner
3. Ability to read, speak, and write with proficiency in English language
4. Bilingual/ Bi-literate English/Spanish preferred
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
7. Ability to participate in effective conflict resolution practices

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources trainings

5. Obtain Food Handler's certification within 30 days of hire
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the Prevention is Better Than Treatment Certificate within 30 days of hire
8. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
9. Obtain First Aid/CPR certification
10. Enrollment in Oregon Registry Online
11. Reliable transportation
12. Become Teaching Strategies Gold Reliable within 90 days of hire

Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

ADDITIONAL RESPONSIBILITIES:

1. Willingness to support children in toileting needs and progression towards self-help skills
2. Willingness and ability to work with special populations: children with special needs, children who've experienced trauma and children with challenging behaviors
3. Receive and participate in reflective supervision process
4. Aide in the development of an age-appropriate schedule, daily program and curriculum for preschool children
5. Aide in assuring that the classroom is supplied with necessary supplies and materials and assume responsibility for use of space, materials and equipment
6. Aide in assuring that resources are used effectively
7. Aide in teaching problem solving and social emotional skills to children
8. Daily class evaluation between teaching staff
9. Maintain confidentiality in all areas of the program including staff, program, child and family information
10. Maintain a professional demeanor as a representative of the organization
11. Ability to relate positively with children and adults
12. Ability to travel to out-of-town training sessions and overnight meetings as required
13. Ability to work under stress and be flexible
14. Demonstrate ability to work as a team member
15. Demonstrate positive guidance techniques with children at all times and model those techniques for families

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, employees will be required to:

1. Frequently required to sit on the floor for long periods of time
2. Bend; stoop; crawl; play
3. Run after and with children on a regular basis.
4. Lift up to 80 pounds with assistance.

MENTAL DEMANDS:

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Exposure to outside weather conditions (including driving to centers)
2. Exposure to Indoor environments
3. Exposure to wet and/or humid conditions due to outside weather conditions

CONFIDENTIALITY:

This position respects the confidentiality of information about Head Start enrolled children and families, agency, staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.