

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Early Head Start Mentor Coach

Classification: Non- Exempt

Reports to: Early Head Start Education Manager

Date: May 2017

Summary/Objective

Provides support to the Early Head Start Education/Disability/Mental Health Manager and Early Head Start teaching staff.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works cooperatively with all members of the senior management team
- Provides assistance to the extent authorized by direct supervisor
- Accepts constructive criticism from immediate supervisor
- Adheres to program policies, Early Head Start Performance Standards, and all applicable local, state, and national regulations/laws
- Prepares monthly reports
- Conducts classroom observations
- Provides training and technical assistance
- Uses research based strategies to support adult learning and professional development
- Provides resources and hands on support that enhances the skills and knowledge of classroom staff
- Actively plans and participates in workshops, conferences, and meetings for classroom staff
- Attends required professional development training opportunities in and out of the Gateway five county service area.

Competencies

1. Analytical Thinking
2. Collaboration
3. Training/Presenting
4. Coaching
5. Tact
6. Diversity/Inclusion
7. Ethics/Integrity
8. Attention to detail
9. Organizational Understanding
10. Professionalism

Supervisory Responsibility

This position has no supervisory responsibility and requires guidance, oversight, and support to ensure accountability for Early Head Start educational services.

Work Environment

This position operates at the center level with an office space provided at designated location

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a regular part time position. Days and hours of work are planned in advance and schedule is provided at the beginning of each program year. Flexibility in schedule is required.

Travel

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

Required Education and Experience

Bachelor’s Degree from four year college or university in Early Childhood Education or related field.

Preferred Education and Experience

Two years related experience and/or training desired.

Additional Eligibility Qualifications

CLASS Reliability & TSG Certification

Additional Requirements

Valid Kentucky driver’s license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Executive Director: _____ Date: _____

HR/EEO Director: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____