EL DORADO COUNTY OFFICE OF EDUCATION
CLASS SPECIFICATION

CLASS TITLE: Early Learning Mentor Coach

Purpose Statement: Under the supervision of the Senior Director of Curriculum and Instruction and Accountability or designee, the Mentor Coach is responsible for providing on-going coaching for staff that supports effective teaching practices that lead to positive outcomes for children within the context of a collaborative relationship.

Essential duties and responsibilities include but are not limited to the following:

**Essential Functions**
- Have knowledge and experience supporting the implementation of high-quality teaching and instructional practices for the purpose of stressing the powerful impact of teacher-child interactions and intentional approaches on school readiness and later school success.
- Develops and maintains positive, supportive relationships with child development staff for the purpose of supporting staff growth through the mentoring process.
- Develops and maintains schedules for on-site visits and observations for the purpose of determining needs.
- Utilizes Relationship Based Coaching cycle components for the purpose of assessing needs, engaging in focused observations, and providing reflection and feedback in order to set goals and develop action plans.
- Provides constructive feedback and on-site support for teaching practices for the purpose of increasing teacher confidence and competence. This may include modeling, co-teaching, observing, providing reading materials or other resources as needed.
- Supports teacher implementation of program’s Planned Language Approach for the purpose of meeting the key language needs of all children as well as children learning English.
- Gathers and records information about teacher’s implementation of practices described in goals/action plans for the purpose of summarizing and displaying data.
- Plans and presents individual and group workshops on relevant child development topics based on program data for the purpose of providing individualized professional development.
- Provides follow up support to staff following any form of training for the purpose of increasing implementation of information and transfer of skill into practice.
- Works jointly with program Directors and site supervisors to compile and interpret program data for the purpose of determining focus areas for mentoring and professional development as well as developing data related procedures as needed.
- Completes monthly monitoring reports or coaching logs for assigned sites and submits them according to timelines for the purpose of meeting program requirements for tracking and monitoring.
- Travels as needed throughout the El Dorado County service area for the purpose of fulfilling mentoring duties and responsibilities.
- Participates in substantial initial and ongoing professional development for the purpose of providing effective mentor/coach activities as well as provide expertise on theory and practices that support children’s development.
- Demonstrates experience working with special populations or children in different learning environments, including children with disabilities, children who are dual language learners &/or children who are homeless or involved in the child welfare system for the purpose of providing guidance to staff on supportive practices.
• Works jointly with program Directors and site supervisors to compile and interpret program data for the purpose of determining focus areas for mentoring and professional development as well as developing data related procedures as needed.
• Provides technical assistance in development and implementation of classroom and site improvement plans for the purpose of advancement on the California Quality Continuum Rating Matrix.
• Plans and conducts site level training and technical assistance for the purpose of improving quality program practices and achieving higher quality standards.
• Conducts formal classroom assessments and writes formal program assessment reports for the purpose of rating sites.

**Teamwork/Communication/Professional Standards**

• Seeks out information and assistance from supervisors, other staff, and parents for the purpose of maintaining appropriate communication.
• Understands and demonstrates the importance of informing their supervisor/director of any concerns about children and suspicions of child abuse and neglect for the purpose of meeting Mandated Reporter Laws.
• Maintains regular work attendance and follows program procedures when needing to be absent for the purpose of demonstrating dependability.
• Works closely with all staff to promote and maintain a high level of parent participation in activities for the purpose of ensuring parents are aware of and understand the full range of options available to them.
• Plays an active role in continuous self-assessment and evaluating program services for the purpose of promoting program quality.
• Demonstrates an ability to change and be flexible to incorporate innovations for the purpose of improving program services.
• Accepts responsibility for assisting in planning and achieving team goals.
• Maintains confidential and detailed records/paperwork for the purpose of meeting program documentation and timelines.
• Identifies own training needs for the purpose of fulfilling opportunities for individual and professional growth.
• Attends in-service, training and meetings as required for the purpose of staff development and training.
• Assists other personnel and team members as may be required for the purpose of supporting them in the completion of their work activities.

**Education /Experience:**
A combination of formal education, life experience and work experience are considered when evaluating qualifications.

• B.A. in Child Development, Early Childhood Education, or related field as well as valid Child Development Permit, Site Supervisor Level or above.
• Knowledge of child development, Preschool Learning Foundations, Creative Curriculum, standardized screening and assessment tools desired.
• Minimum of three years recent experience in Early Care and Education Programs.
• Obtain and maintain reliability in standardized assessment tools.
• Must meet Title 22 licensing standards.

**Job Requirements-Qualifications:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

• **Skills to** react with flexibility and sensitivity to changing situations and needs; problem solve and structure time effectively; direct individual and group activities of children and families; effectively carry out written and oral instructions; communicate effectively with parents and children; maintain cooperative work relationships; and bilingual English/Spanish skills preferred, may be required for some positions. (Bilingual and/or Biliterate positions will receive 5% differential.)
• **Knowledge of** proper English usage; record-keeping techniques, community support services and resources; general early childhood development; strategies to motivate children and parents to become involved in activities.

• **Abilities to** work with minority and low-income parents, to sit and stand for prolonged periods, lift children up to 40 pounds, understand and carry out oral and written instructions, maintain confidentiality of student family records, meet schedules and deadlines, read/interpret/apply rules, regulations, policies. Significant physical abilities include lifting/carrying/pulling, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/depth perception/accommodation/field of vision. As required, as needs of students dictate, to perform cardiopulmonary resuscitation, first aid, and specialized physical health care procedures including, but not limited to suctioning and alternative feeding, elimination care, and the safe handling of students who are known carriers of chronic infectious diseases.

**Licenses, Certification, Bonding, and/or Testing Required:** TB test clearance, Criminal Justice Fingerprint Clearance which includes DOJ, FBI and Child Abuse Index Check required for Community Care Licensing prior to employment. Successfully complete a health screening no later than 30 days of hire. Continued employment is conditional upon successful completion of pediatric CPR and first aid within six months of hire. A valid California driver’s license and evidence of insurability.

Schedule B, Range 1
178 Days

Created 6/25/14
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