

CAPE, INC.

Job Title: Temporary Early Head Start Mentor Coach

Time: 20 hours week/ 6 months

Position Description: The Temporary Early Head Start Mentor Coach will provide coaching and mentoring to EHS-Childcare partners, teaching staff. While the vast majority of the work will be conducted while the Partner sites are in session, the interested individual must be able to work some evening to support trainings for partners..

The responsibilities of the Temporary Early Head Start Mentor Coach include, but are not limited to the following:

Education

- Ensure that education staff implements all areas of the program plans related to Early Head Start and State Funded Programs.
- Provide one on one consultation to teaching staff regarding children's education and behavior.
- Provide modeling and mentoring to teaching staff.

Disabilities and Mental Health

- Coordinate with EHS-CCP Program manager to ensure that teaching staff is aware of and has ideas for supporting children's mental health needs and ISFP goals and assist staff in carrying out action plans for specific children.

Monitoring

- On a monthly basis, observe classrooms environments and interactions with children and staff in order to provide feedback to EHS CCP Program manager to ensure quality services.

Curriculum and Assessment

- Demonstrate developmentally appropriate curriculum activities in the classroom and follow up as needed.
- Assist staff in documenting curriculum (portfolios, written records, photos, story boards, etc.)

Qualifications:

Education: Bachelor's degree in Early Childhood Education, Child Development or related field/ must have at least (6) in infant/toddler units

Experience

- 2-5 years' experience teaching/ coordinating or managing Early Childhood Education with at least one year in a supervisory capacity.

- Ability to follow through on assignments and meet deadlines.
- Strong verbal and written communication skills.
- Demonstrated ability to work effectively with low-income adults and children, and a background working with ethnic and cultural minorities.
- Ability to work independently and as a team member with other staff and parents.
- Computer skills, familiarity with Microsoft Word/Windows and Child Plus
- Knowledge of theory and principals of early childhood education, and a developmentally appropriate, emergent type curriculum
- Strong organizational skills
- Bi-lingual skills desirable

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.