

# Maui Economic Opportunity, Inc.

## Job Description

---



**Job Title:** HS Early Learning Mentor Coach  
**Department:** Early Childhood Services  
**Reports To:** Early Childhood Service Assistant Director  
**FLSA Status:** Non-exempt  
**Prepared Date:** October 2010  
**Updated Date:** May 2020  
**Pay Grade:** HSS-4

### **SUMMARY:**

Provides mentor-coaching, training and support to MEO Head Start teaching staff to implement and deliver instructional outcomes as measured by CLASS scores, the Head Start Child Outcomes Framework, and MEO Head Start School Readiness Goals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Promotes respect and appreciation for the uniqueness of each child and family; refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
- Understand the domains of learning and child development.
- Promotes procedures and practices as established in *The Creative Curriculum*; assists teaching staff with appropriate curriculum planning and implementation.
- Promotes and supports parent involvement in the scope of service delivery.
- Ensures that program activities, and classroom environment set-up are inclusive to all beliefs, cultures and family situations, while promoting language and literacy development.
- Supports and mentors teaching staff in group trainings and in-class, one-on-one coaching (e.g. model, demonstrate, observe, and provide feedback in a supportive, instructive and non-judgmental manner).
- Provides hands on training and step by step coaching to teaching staff and to program parents.
- Provides individualized training according to mentee's learning style and background.
- Models best practices, appropriate strategies for engaging children in interactions designed to improve their vocabularies, content knowledge, love of learning and persistence in pursuing inquires.
- Provide guidance to staff while maintaining respect to individual perspectives of practice, approach, and philosophy.
- Provide opportunities for teaching staff to reflect on and apply theory and learning to everyday practice.
- Maintain positive, trusting, supportive relationships with program teaching staff and families.
- Ensures classroom materials and supplies are safe, appropriate and adequate to promote best practice techniques and activities.
- Guides teaching staff to make adaptations to activities based on each individual child including children with special needs and/or for English Language Learners.
- Conducts weekly site visits to monitor classroom staff and center environment.
- Coordinate and present ongoing professional development to teaching staff.
- Analyzes data collected to determine project effectiveness and to create reports.
- Prepares and submits monthly reports and recommendations; including progress and assessments.
- Be familiar with current research and conduct internet searches on research based practice to keep current with trends and techniques regarding instructional learning approach for preschool aged children.

# Maui Economic Opportunity, Inc.

## Job Description

---



- Meets monthly with team and individual mentees to review ~~blueprint plan~~ established plans and goals.
- Meets monthly to implement new ideas and strategies, and problem solve with Head Start program supervisors.
- Continues professional growth by attending classes, workshops and training designed for early childhood, language and literacy and Head Start as approved.
- Reports all incidents and/or occurrences of child abuse or suspected child abuse to Head Start Director and Child Welfare Services (CWS) immediately.
- Ensures center is adequately staffed during all licensed hours in accordance with state and federal requirements.
- Regular attendance.

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree from four-year college, or university in Early Childhood Education; Parent and Family Development; or relevant field and experience working with low income families; preschool aged children; child development programs or equivalent combination of education and experience. Early Childhood Education teaching experience preferred.

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

- Ability to regularly exercise discretion and independent thinking.
- Within 12 months of employment, complete training to implement the Practice Based Coaching model.
- Within 12 months of employment, complete Classroom Scoring System (CLASS) certification training to measure the quality of interactions between teaching staff and children.
- Maintains a high level of confidentiality concerning information about children, families and staff.
- Working knowledge of early childhood education, community programs and available community resources.
- Working knowledge of management and planning and functions and resources of other related agencies and programs.
- Ability to train, direct, instruct, and motivate others.
- Organized, detail and tasks oriented.
- Excellent interpersonal skills, which include, verbal, written and listening.
- Possesses imagination and ideas to promote an age appropriate literacy learning environment.
- Ability to promote language and literacy growth for program children.
- Basic understanding of community history, traditions and beliefs.
- Understands of the causes and effects of poverty and knowledge of community resources.
- Understands and relates to diverse cultural backgrounds and various social and economical levels.
- Working knowledge of computer applications including desktop applications and data entry.
- Ability to use standard business machines.
- Ability to work varied shifts, which may include, nights and weekends.
- Ability to travel off island on occasion.

# Maui Economic Opportunity, Inc.

## Job Description

---



### **LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret Head Start Performance Standards, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from co-workers, staff, supervisors, program participants, partners, and the general public.
- Spanish speaker preferred.

### **REASONING ABILITY:**

- Ability to apply sound judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to interact, relate, and have compassion for persons with mental and/or physical disabilities and those who are less fortunate.
- Ability to relate and interact with children and their families.
- Ability to maintain composure in demanding and/or hostile situations.
- Ability to perform well under pressure.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid driver's license and access to an insured vehicle.
- CPR/First Aid certification.

### **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 this job, the employee is:

- Frequently required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk or hear.
- Occasionally required to climb, or balance and taste or smell.
- Must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 this job, the employee is:

- Occasionally exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration.
- The noise level in the work environment is usually moderate.