

Title: Education Manager/ Mentor Coach

Supervisor: Head Start Early /Head Start Director

Location: Kickapoo Head Start/ Early Head Start, Powhattan, KS

Summary of Duties: Education Manager/Mentor Coach is responsible for supervising the Lead Teachers and Assistant Teachers. This individual will provide intensive coaching opportunities for education staff through research-based professional development aligned with program performance goals, through observation and feedback while modeling effective teacher practices. This individual is an active part of the management team providing ongoing communication between the education staff and the Director. This individual will work with the child and families to assure they are prepared for transitions. They will use data to individualize learning experiences to improve outcomes for all children. They will oversee the area of disabilities.

DUTIES AND RESPONSIBILITIES:

- Establish and maintain a positive, trusting, supportive relationship with teaching/home visiting staff and parents.
- Reviews CLASS results to develop individual mentoring plans for identified teachers.
- Assess all teachers/home visiting staff to identify strengths, areas of needed support, and which staff would benefit from intensive coaching.
- Engages teachers/home visiting staff in reflection and planning to improve their interactions, planning, and child outcomes.
- Provides opportunities for intensive coaching to teachers/home visiting staff to be observed, receive feedback, and modeling of effective practices directly related to their performance goals.
- Assist teaching staff in finding solutions when problems arise by defining the problem and selecting strategies for remedying the situation.
- Assists in the planning, coordination, and implementation of orientation, in-service and training of staff using the Head Start Program Plan, policies and procedures, and other appropriate resources.
- Provide ongoing communication with the program director.
- Investigate and utilize appropriate and available resources to enhance the quality of the program operation and necessary services for children and families.
- Provides ongoing information on professional development activities and learning resources.
- Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

STANDARD QUALIFICATIONS: Bachelors degree in Early Childhood Education, Human relations, or related field plus a combination of two years working in an early childhood setting, mentoring, and /or equivalent combination of education and experience. Two years of experience with computers, including Microsoft Word, and Excel. Must provide a copy of diploma, license, degree or certification upon employment. Knowledge of and complying Head Start Department policies and procedures and applicable laws and regulations. Knowledge of early childhood development guidelines, practices, and methods of preschool curriculum development. Knowledge of department organization, function, objectives, polices, and procedures. Skill in problem solving, human relations, and time management. Must adhere to strict confidentiality in all manners. Must be willing to obtain additional education and training. Must pass a pre-employment background security check prior to and during the course of employment as well as a pre-employment drug screen. Must have a valid Kansas Driver's License, and reliable transportation.