

Cornerstone Community Action Agency

Job Description

JOB TITLE: **Mentor Coach**

Exempt (Y/N): No.

Introductory period: 180 days

Supervisor: Education Manager

Work Period: 12 months per year

Cornerstone Community Action Agency is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, disability, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.

CCAA Vision Statement

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

CCAA Mission Statement

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

SUMMARY: Provide on-the-job guidance and training to the Head Start program staff and volunteers, in order to improve the qualifications and training of classroom staff, to maintain high quality education services, and to promote career development. Provide intensive coaching to education staff, including observing and providing feedback. Model effective teacher practices directly related to program performance goals. Ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES. The Mentor/Coach will:

1.	Exceeds	Meets	Improvement Needed	N/A too soon to rate
Ensure compliance with all federal, state, and local legal requirements by studying state and federal health laws and regulations, HSPPS, state licensing regulations, recommended best practices, and CCAA policies for Child and Family Services.				
2.				
Maintain current knowledge of changing regulations, early care and education best practices, and program policies.				
3.				
Attend conferences, meetings, and staffings as designated.				

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	Exceeds	Meets	Improvement Needed	N/A too soon to rate
4. Work with Education Manager to assess all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching				
5. Provide intensive coaching to identified education staff, including observing and providing feedback.				
6. Model effective teacher practices directly related to program performance goals.				
7. Work through Education Manager to provide opportunities for education staff not identified for intensive coaching to receive other forms of research-based professional development aligned with program performance goals;				
8. Ensure that coaching content aligns with the program's school readiness goals, curricula, and other approaches to professional development;				
9. Responsible for the timely completion and submission of all reports as required by laws, HSPPS, licensing, and policies.				
10. Complete other duties as assigned by Director of CFS				

General Responsibilities The staff member will:

	Exceeds	Meets	Improvement Needed	N/A too soon to rate
1. Appearance Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code.				
2. Reliability Ensure he/she can be counted on to carry out assigned responsibilities independently.				
3. Safety Safely and properly use, maintain and operate all equipment for carrying out duties.				
4. Punctuality Employee observes regularly scheduled work hours.				
5. Compliance Employee follows Agency and Head Start policies, procedures, and established regulations				

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

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Qualification Requirement

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.

Education and Experience

Must be 18 years old or older. 1) Must hold a Baccalaureate degree in Early Childhood or a closely related field 2) Must be knowledgeable of the social, emotional, physical needs of low-income families, have experience working with low-income families and the general public and be able to relate to families and to understand their needs and concerns. 3) Excellent oral, written communication skills, including group presentations.

Language Skills

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff.

Reasoning Ability

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities

Ability to operate a personal computer, e-mail, word processing and accounting software. Must operate fax machines, calculators, typewriters, copier, and other office machines.

Physical Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with Mental Health to perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus. Specific hearing and speaking abilities required by this job include listening to and talking to the general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. The employee must be able to lift or move up to 25 pounds.

**This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.

DISCLAIMER STATEMENT

Mentor Coach

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EMPLOYEE RECEIPT OF JOB DESCRIPTION

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

Employee SIGNATURE

Date of Signature

Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

Supervisor SIGNATURE: _____ Date: _____

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