



Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services

3360 Flair Drive, Suite 100 * El Monte, CA 91731 * Tel: (626) 572-5107 * Fax: (626) 572-7663

POST

Employment Opportunity

Posted Date: August 21, 2018

Deadline Date: September 4, 2018

Position Title: Mentor Coach (Teacher III)

Reports To: Director

Department: Education

Employment Status: Exempt

Compensation Range: Grade 34/\$3726.00-\$5264.00 Monthly; PLUS BENEFITS

Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION

Main Office and Multiple Site Locations in LA County (See website for listing of all sites)

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development. The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

II. SUMMARY OF DUTIES

The Mentor Coach will provide support to teaching staff with individualized coaching/support and will work in collaboration with the Educational Service Area, including the Director. Will conduct classroom visits and observe classroom activities, teacher-child interactions, and provide "hands-on" support. Observations will be done using tools such as CLASS and ECERS, written reports will be required. Mentor-Coach will use their expertise of Early Childhood Education practices, knowledge of Head Start, and professional development practices while providing ECE teachers professional development in the classroom.

III. QUALIFICATIONS, EXPERIENCE & SKILLS

Education: Bachelor's degree in early childhood education or related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education Accreditation

Experience: Four years' experience in a classroom or group setting with young children. Additionally, must possess a California Child Development Master Teacher Permit, have completed six infant/toddler units, and be Classroom Assessment Scoring System (CLASS) reliable. If the coach is not already CLASS reliable, has not completed six infant/toddler units, or does not possess a Master Teacher Permit at the time of hire, these must be completed within 12 months of hire. Must be trained in a research-based coaching model(s) and possess experience in adult learning and using assessment data to deliver coaching strategies aligned with performance goals.

Revised 6/7/2018

Expertise in:

- Identifying teaching staff strengths, areas of needed support, and intensive coaching strategies
- Classroom observation and feedback
- Modeling of effective teacher practices
- Research-based professional development approaches and adult learning principles
- Use of assessment data to drive coaching strategies aligned with program performance goals

IV. **SPECIAL REQUIREMENTS**

Prior to hire, the following must be assured:

Eligibility to Work: All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.

Medical Examination: Must submit a medical examination demonstrating capability to perform type of work require; must submit a tuberculin skin test or chest x-ray, and proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).

Fingerprint Clearances: All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.

Other Special Requirement: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

Must have a valid State of California Child Development Master Teacher Permit or higher.

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must 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 regularly required to site; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Dr., Ste. 100, El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary