



## Foundation for Early Childhood Education, Inc.

Early HEAD START / HEAD START / STATE PRE-SCHOOL

*Excellence in Early Childhood Education and Human Services*

3450 East Sierra Madre Boulevard \* Pasadena, CA 91107 \* Tel: (626) 572-5107 \* Fax: (626) 572-7663

### JOB POSTING

#### Employment Opportunity

**Posted Date: March 8, 2023**

**Deadline Date: March 22, 2023, or Open until Filled.**

**Position Title:** **Mentor Coach**  
**Reports to:** Assistant Director of Education, Disabilities, and Mental Health  
**Department:** Education  
**Employment Status:** Full-Time, Non-Exempt, & Full Year Position (12 Months)  
**Compensation Range:** **\$25.00-\$35.32** (Step 1-Step 15) Hourly Rate & Benefits  
*\*LACOE Retention Stipend for Program Year 22-23 is expected to be issued in July 2023, when eligibility is determined*

**Generous Employee Benefits:** ACA Compliant Medical, Aflac, Dental, Life, and Vision plans.

- **Paid Holidays, Sick Leave, and Personnel Necessity (PN) Hours:** 13 Paid Holidays, 21 Days of Paid Vacation: Accrue at the rate of 14 hours per month worked, (1 year of employment = 168 hours), 14 Paid Sick leave, includes 3 Days of Personal Necessity: Accrue at the rate of 9.5 hours per month (1 year of employment= 114)
- **Employer Funded Retirement Plan- Foundation contributes 8.5% after one year of service, you can make voluntarily contributions at the start of your employment.**
- **Free Employee Assistance Program(s)**

**Work Location:** FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC. (Main Office and Sites)  
**Main Office: 3450 East Sierra Madre Boulevard Pasadena, California 91107**  
*Will be assigned to report to our designated sites HS/EHS/SPS sites.*

- Boyle Heights, Echo Park, Hollywood, Highland Park, and Lincoln Heights

**Review our website: [www.foundationheadstart.org](http://www.foundationheadstart.org) for specific site locations.**

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#### Summary of Duties

The Mentor Coach will provide selected teaching staff with individualized coaching and support to enhance the quality of early childhood classroom services while working closely with the Educational Service Area under the direction of the Assistant Director. Duties include conducting classroom visits and observing classroom activities, teacher-child interactions and provide "hands-on" support to Early Head Start, Head Start, and State Pre-school Teaching staff. Additional duties include collecting observations thoroughly by utilizing the following tools: CLASS, ECERS, and written reports will be required in this process. Mentor-coaching will be aligned to assessment data from DRDP, CLASS, ECERS, and any other sources selected by the Administration. The incumbent will also work with the Child Development Specialist Supervisor Team by assisting their staff in developing Professional Development Goals that align with assessment data.

#### Summary of Job Duties, Knowledge & Skills

(Job Description available from HR)

- Conducts observations using tools such as CLASS and ECERS along with classroom observations to ensure School Readiness goals for enrolled children are addressed with appropriate individualized activities.
- Develop and maintains a calendar of mentor-coaching activities and provides updates to the Education Team
- May confer with teaching staff regarding child's behavioral or learning difficulties and recommends teaching strategies to encourage learning experiences.
- Provide training and technical assistance to teaching staff while, participating in training needs assessments.



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### Job Announcement for: **Mentor Coach** – Page 2

#### 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.
- **Child Development Permit:** Child Development Master Teacher Permit or higher
- **Infant and Toddler Units:** Must have a total of six infant and toddler units is required for this position.
- **Experience:** Four years' experience in a classroom or group setting with young children. Must maintain Classroom Assessment Scoring System (CLASS) reliability in the relevant age range.
  - Must be trained in Practice-Based Coaching and using assessment data to deliver coaching and professional development strategies aligned with performance goals.

*If the coach does not possess the above requirements at the time of hire you will have six months to obtain a Master Teacher Permit, CLASS reliability certification, Practice-Based Coaching, and complete the entire six units in infant and toddlers within this timeframe.*

- Human Resources will develop an Educational and Professional Development Plan

#### **Knowledge & Skills:**

- Ability to work effectively with a variety of adults and coaching.
- Ability to handle multiple tasks and projects.
- Ability to identify teaching staff strengths, areas of needed support, and intensive coaching strategies.
- Must have knowledge of Head Start goals and objectives for young children and their families.
- Must aid teachers in the implementation of curricula to meet the group and individual needs of the children enrolled in the program.
- Knowledge of modeling effective teacher practices while, implementing strategies that focuses on the following principles: child growth and development, and School Readiness.
- Knowledge and experience in ChildPlus is a plus.
- Use of assessment data to drive coaching strategies aligned with program performance goals.
- Bilingual in English and Spanish is a plus.
- Strong computer skills, including Microsoft Programs and software database systems such as Child Plus
- Proficient experience in Virtual Platforms (Zoom, Google Meet, GoToMeetings, etc.) to set-up and assist in conducting meeting(s).

#### Licenses/Permits/Certifications:

- California Child Development Master Teacher permit or higher
- CLASS Certification
- CPR and First Aid

#### 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 required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), Measles (MMR), and COVID-19 vaccination series.

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



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### **Job Announcement for: Mentor Coach – Page 3**

**Other Special Requirement:** Must have the use of an automobile with adequate insurance coverage and a valid California's Driver's License or have reliable transportation.

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

*Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.*

### **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 regularly required to sit; 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.

### **APPLICATION PROCEDURES**

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may download an employment application online at [www.foundationheadstart.org](http://www.foundationheadstart.org)

Interested candidates must forward the following documentation packet to the main office – enclosed Human Resources Department or submit via email: [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org)

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.

### **Internal Candidates must submit the following documents:**

- Employment Application- with original signature
- Cover Letter
- Resume
- And any other pertinent documentation as deemed necessary.

***Please Note: Application and all required documents can be mailed or submitted electronically to [applications@foundationheadstart.org](mailto:applications@foundationheadstart.org) by the due date listed in this job posting.***



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**PROGRAM SUMMARY**

Foundation for Early Childhood Education, Inc. (Foundation) is a Head Start/Early Head Start Delegate Agency and State Preschool Grantee. As a nonprofit organization, we have supported young children and their families for over 50 years with Early Childhood and family services. Foundation for ECE, Inc. currently operates eighteen preschool sites in Los Angeles County located in: Boyle Heights, Echo Park, and Hollywood. Our Agency is expanding in the program year 22-23 to the following service areas: Highland Park and Lincoln Heights. Foundation for ECE, Inc. also collaborates with HACLA and LA City. The program fosters Family Engagement in all of the areas of a child's development and provides comprehensive resources to low-income families in the areas of health, nutrition, and community resources. Foundation is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical, social emotional growth, and development.