



**Job Title: Early Childhood Education (ECE) Coach/ Mentor**

**Location:** Kalamazoo

**Employment Status:** Full Time; Salary

**Salary Classification:** Coach

**Summary of Job:**

The ECE Coach/Mentor works with teachers to improve the quality of their teaching, lessons and education. The ECE Coach/Mentor assists teachers in the planning, organizing, and implementation of education services for 0-3 and 3 year old preschool children. The coaching provided will ensure that teachers are supported in their craft as well as ensuring that they are teaching with fidelity to the program curriculum. These services contribute to the increased cognitive and social competence in children.

**Direct Supervisor:**

The ECE Coach/Mentor reports to the Family Engagement Manager

**Direct Staff Supervised:**

None

**Other Key Relationships:**

The ECE Coach/Mentor will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program pers.

**Essential Job Functions include but not limited to:**

- Coaching of 0-3 and 3 year old preschool classroom teachers—maintain a load of 8 teachers.
- Conduct small group meetings for teaching staff to discuss appropriate curriculum planning and implementation, the ongoing assessment process, and how to individualize curriculum
- Monitor all classroom practices - room arrangement, lesson plans, daily schedules, routines, and transitions to assure their adherence to program policies
- Monitor the implementation of curriculum in the classroom

- Actively observe, mentor, and provide timely feedback to the teachers
- Works with the teachers to improve the quality of their lessons and the quality of children's education.
- Monitor children's assessment, including weekly observations in each area, examples of the child's work, developmental assessments, and children's assessment data entry and outcome reports
- Serve as role models, helping teachers stay current/fresh and use the latest techniques and technologies in their classrooms
- Model/show them how it's done by demonstrating the latest practices in front of students and other (highly experienced) teachers
- Stay on top of the latest changes in teaching practices and classroom technology, and demonstrate how to use these tools and methods effectively in the classroom
- Provides space and structure for the reflection that is necessary for learning and growth
- Coordinates CLASS assessments and contracts with CLASS assessor
- Scheduling assessment appointments related to the education of 0-3 and 3 year old preschool classrooms.
- Assist with the collection, monitoring, assessing and analyzing of child progress data.
- Provide informal learning opportunities for teachers to reflect on and apply theory and learning to everyday practice.
- Coordinates the grant components of ELNC education programming
- **Adheres to all policies contained in ELNC's Employee Handbook**
- **Performs duties as assigned by Family Engagement Manager, CIO, and CEO**

#### **Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

#### **Knowledge, Skills, and Abilities**

- Must have excellent written and verbal communication skills.
- Possess good organizational skills in order to maintain and manage records and files.
- General proficiency in computers, including Microsoft Office products and database applications, email and Internet.

- Excellent interpersonal skills with demonstrated patience, tact and respect.
- Able to effectively establish priorities and meet deadlines.
- Ability to be able to work well with minimal supervision.

**Minimum Required Education and Experience:**

- BS or Advanced degree in Early Childhood
- At least 4 years early childhood teaching experience

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects