

OTERO JUNIOR COLLEGE CHILD DEVELOPMENT SERVICES VACANCY ANNOUNCEMENT

Early Learning Mentor Coach – San Luis Valley Centers (Alamosa and Center, Colorado)

Provide mentoring, coaching and support to education staff in instructional support and content areas to enhance child outcomes and teacher/child interactions.

POSITION DESCRIPTION:

1. Comply with Head Start Performance Standards and State of Colorado Rules and Regulations for Child Care Centers.
2. Support and implement the mission and goals of Otero Junior College Child Development Services.
3. Encourage and support parent involvement in all aspects of the Migrant & Seasonal Head Start program.
4. Participate in all required in-service training, Early Learning Mentor Coach meetings and applicable workshops.
5. Become familiar with the current Work Plan, Creative Curriculum, Colorado Childcare Regulations, and the Head Start Early Learning Outcomes Framework.
6. Report and document any suspected child abuse and neglect in compliance with Colorado law and agency policies and procedures.
7. Implement Practice Based Coaching and provide on-site mentoring, modeling and coaching to center education staff.
8. Work in collaboration with Education Manager and Education Leadership Team to review data and discuss “Coachee” opportunities.
9. Provide individualized coaching as identified through collaboration with teachers.
10. Conduct ongoing coaching/monitoring of classrooms to ensure effectiveness of planning, instructional methods, assessment and materials to support school readiness.
11. Facilitate lesson planning with teachers.
12. In conjunction with Teacher compile education supplies for teacher implementation of lesson plans and rich learning environments..
13. Provide training as identified in conjunction with program managers.
14. Target specific on-site coaching, modeling and support to center education staff.
15. Conduct weekly classroom observation and provide documentation to education staff to ensure effectiveness of planning, age appropriate materials, and instructional methods to support school readiness.
16. Provide screening and assessment support as necessary.
17. Promote proper care of school property, equipment, supplies, materials and ensure inventory accuracy.
18. Review and recommend program resources
19. Complete required site visit reports and coaching records.
20. Maintain accurate and up-to-date records in compliance with Child Development Services polices and Head Start Performance Standards.
21. Maintain communication with the Education Manager regarding strengths and needs identified during site visits.
22. Monitor the day to day quality of classroom instruction and provide individualized training as needed.
23. Model/coach appropriate teacher/child interaction aligned with CLASS and CEMH for education staff and parents.
24. Conduct CLASS and CEMH (migrant) observations two times per year or season.
25. Maintain regular communication with education manager, mental health/disabilities manager regarding strengths and needs identified during classroom visits.
26. Support and monitor education staff in quality input of TS Gold observation.
27. Review CLASS, CEMH and child outcome data to assist teachers in developing their own professional development plans to ensure best practices are being implemented.
28. Provide training, model and coach in effective teacher-child interactions in all education content areas.
29. Support teaching staff in implementing training received.
30. Work in collaboration and have regular communication with head teachers, education manager, disabilities manager, center manager and other program service area managers.
31. Establish and maintain a positive, trusting supportive relationship with education staff.
32. Complete required classroom reports and end of month reports and submit to education manager.

33. Provide classroom substitute support as needed.
34. Perform other program-related duties assigned by supervisory personnel, center manager and/or director.

QUALIFICATIONS/SKILLS:

1. Minimum qualifications: Four year degree in Early Childhood Education, Child Development, Family Studies, Early Childhood Special Education or equivalent. Preferred qualifications: Bachelor or advanced degree in Early Childhood Education, Child Development, Family Studies, Early Childhood Special Education or equivalent.
2. Two years experience in Head Start or similar organization.
3. Obtain and maintain CLASS certification.
4. Supervisory experience, preferably teaching staff in a lead teacher or similar role.
5. Ability to follow professional standards in the work place, acting as a role model in areas of attendance, punctuality, work ethic and relationships with co-workers.
6. Able to clearly and positively communicate expectations and recommendations to education staff.
7. Be computer literate with knowledge for Microsoft office programs as it pertains to your position.
8. Be eligible to work in a child care setting.
9. Have valid First Aide and Infant/Child CPR card and keep current or obtain within 30 days of employment if applicable to position.
10. Positive role model for children; language, dress, and behavior must be appropriate to a child care setting.
11. Show emotional stability and maturity.
12. Sensitive to cultural diversity.
13. Be able to establish an atmosphere of trust and respect with HS families, children and staff.
14. Able to adhere to strict standards of confidentiality.
15. Be able to work effectively as a member of a team.
16. Submit regular on-going medical statements signed and dated by a licensed physician or other health care professional, verifying that they are in good mental, physical and emotional health appropriate for the position hired for.
17. Demonstrate the highest standard of integrity, truthfulness, honesty and ethics.
18. Bilingual English/Spanish a plus.

Finalists will be required to provide evidence of the above qualifications.

Salary: depending on education and experience

Benefits: PERA, medical, dental, vision, life

APPLICATION INSTRUCTIONS

For consideration, an applicant must complete CDS application and provide copies of college transcripts

Applications Available:

CDS website – cdsheadstart.com on employment page
CDS Central Office, 200 Burshears, La Junta, CO 81050

DEADLINE FOR APPLICATION:

February 8, 2019

Submit Application To:

Otero Junior College Child Development Services
Mailing address: 1802 Colorado Avenue, La Junta, CO 81050
Location address: 200 Burshears Avenue, La Junta, CO 81050
Fax: 719-384-1096

Inquires May Be Directed To:

Michelle Weaver (719) 384-3103

Applicants must submit to and pass a background check before an offer of employment can be extended.

Otero Junior College Child Development Services must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition direct deposit is required for all new employees.

Otero Junior College Child Development Services does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Otero Junior College, 1802 Colorado Avenue, Macdonald Hall, Room 221, La Junta, CO 81050 (719) 384-6824 or the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, CO 80204 (303) 844-5695.

To learn more about Otero Junior College Child Development Services, visit the website at cdsheadstart.com