



JOB ANNOUNCEMENT

Title: **Mentor/Coach**
Reports To: Education Services Manager

FLSA Status: Non-Exempt

Mission Statement:

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

Job Summary:

The Mentor/Coach is assigned to Head Start Education to contact, observe, model, coach, and mentor on a regular basis; providing information to others; and implementing and maintaining services within established guidelines and principles. The Mentor/Coach meets and provides feedback for facilitated discussion on common problems are facing in order to design appropriate intervention strategies. The Mentor/Coach supports the program's developed School Readiness Framework and works with Head Start and staff to support them in effectively developing their learning environment using curriculum and planning educational experiences.

ESSENTIAL FUNCTIONS:

1. Assist in the mentoring and training of education staff to support school readiness measures and program quality.
2. Conduct classroom observations and provide feedback to teachers improving teacher-child interactions and curriculum implementation that supports positive child outcomes towards school readiness.
3. Provide technical support and assistance to classroom teachers as assigned, including direct coaching and mentoring of education staff to improve instructional practices and classroom quality.
4. Provide regular classroom observations using the specified evidence-based tools. Under the direction of the Education Manager assist with the planning and monitoring of education component services.
5. Provides reflective coaching and mentoring to the teachers to ensure the implementation of the education p promote and support professional development of the education staff.
6. Ensures teacher-child interactions and instruction is responsive, intentional and developmentally appropriate to ensure children are provided socially supportive, organized, and instructionally meaningful interactions to support their development (i.e., social-emotional, physical, cognitive and language) and learning (i.e., literacy, math, science, technology, social studies, and the arts).
7. Participates in the development of program policies, service delivery plans, and ongoing monitoring of program quality.
8. Ensures all mandates of Head Start performance standards, federal, state and local are met.
9. Attend workshops, conferences, and other necessary training to support component goals.
10. All other duties as assigned.

RESPONSIBILITIES/EXPECTATIONS:

- Support BBCF principles and adhere to Mission Statement.
- Strong verbal and written communication skills.
- Must always maintain a neat and professional appearance.
- Must maintain confidentiality and discretion.
- Must be able to relate to individuals of all ethnic social-economic backgrounds.



- Ability to work independently in and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.

QUALIFICATIONS:

- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with DHR Licensing regulations.
- Must be able to pass a medical exam in accordance with HSPS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

PROFESSIONALISM/ATTITUDE

- Always maintain professionalism through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

EDUCATION/EXPERIENCE:

Minimum of a bachelor's degree in early childhood education. Master's degree Preferred. Five years' experience in a Pre-School Education setting as a Lead Teacher required.

Benefits: 401K with 3% employer contribution that may be increased up to 5%, generous health benefits, vacation & sick leave, all federal holidays recognized

Location: Main office is in Selma, Alabama. There are six Head Start centers located in Dallas, Choctaw, Marengo, and Wilcox counties of Alabama.

To apply: Submit cover letter, resume and recent references to HR@blackbeltfound.org

Deadline to apply: open until filled

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.

www.blackbeltfound.org