



Cincinnati-Hamilton County Community Action Agency

We help make things happen

JOB DESCRIPTION

POSITION TITLE: Teacher Mentor Coordinator
DIVISION: Head Start
HIRING RANGE: \$17.83 - \$22.74 per hour

FLSA STATUS: Exempt
PAY GRADE: 9

WORK HOURS: 80 bi-weekly, requires evenings and weekends

LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road, Cincinnati, Ohio 45237

POSITION SUMMARY:

Coordinates the teacher mentor programs for the Self Administered program. Provides supervision, support and guidance to teacher mentors. Coordinates and collaborates closely with program staff to ensure effective service delivery. Duties are carried out in accordance with the Head Start Performance Standards, regulatory agencies, and C-HCCAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Coordinates the schedules of teacher mentors
2. Practices reflective supervision with teacher mentors
3. Provides support and follow-up on issues and concerns with teacher mentor relationships.
4. Collaborates with management staff in assigning teacher mentors.
5. Audits and reviews teacher mentors cases to insure quality of services provided.
6. Supports the staff development area with respect to teacher credentialing, mentoring and improving teacher practice.
7. Provides technical assistance and training to education areas.
8. Oversee the facilitation of the Heads UP Network.
9. Assists with the coordination of Teacher's Professional Development Plan.
10. Implements and refines the Teacher Mentor program.
11. Collects and analyzes classroom observation data to plan training and staff development.
12. Communicates effectively with others, including giving and receiving feedback.
13. Develops and facilitates training programs for teaching staff during orientation.
14. Provides current and innovative teaching resources to mentor staff.
15. Administers staff development services with high degree of quality and confidentiality for Head Start and the children and families served.
16. Maintain a level of good work attendance.

This list of job functions contains the essential functions of the job only.
Other duties may be assigned as necessary.

QUALIFICATIONS AND REQUIREMENTS:

The incumbent must have:

1. A Bachelor's degree (Master's degree preferred) in Education – Early Childhood Education (preferred from an accredited college or university).
2. Five (5) years experience working in the field of education, preferably in an urban setting.
3. Proven ability to work with adult learners.
4. Demonstrated ability to analyze raw data and transform into statistical and narrative reports.
5. Proficient computer experience in Microsoft Office.
6. A valid driver's license and proof of insurance.
7. Experience working with a diverse populations including low to moderate-income families.
8. Ability to multi-task and prioritize duties required.
9. Willingness to accommodate planned and/or unplanned travel to and from C-HCCAA or meeting/conference locations, including overnight and/or out of town travel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Work environment:

Typical office environment, with minimal exposure to excessive noise or adverse environmental issues.

Physical demands:

Ability to meet the following physical requirements with or without reasonable accommodation:

- a. Use hands to manipulate, handle, feel and control items or equipment;
- b. Walk, bend, kneel, and reach;
- c. Lift a 20-60 lb. child, using all safety precautions;
- d. Talk, hear and communicate with others;
- e. See and be able to read, write and interpret written documents.

ORGANIZATIONAL STRUCTURE:

Reports to: Staff Development Manager

Manages: Teacher Mentors

Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The Functions, Qualifications, Requirements and Physical Demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.