



Job Description

Job Title: Mentor Teacher

(Grade 5 or 6)

Department: Head Start

Supervisor's Title: Content Coordinator: Education

1. General Purpose of the Job: Responsible assisting the Education Coordinator in carrying out the activities of the Head Start/Early Head Start education content area, including spending at least 25% of each week in the classroom.
2. Minimum Level of Education/Experience Required:
 - A. Mentor Teacher 6: Requires a BA/BS in Early Childhood Education with a current PK-K teaching license or a MA/MS in Early Childhood. Classroom teaching experience is required. Must have computer skills.
 - B. Mentor Teacher 5: Requires a BA/BS or MA/MS and coursework equivalent to a major relating to early childhood education. Classroom Teaching Preschool-age children required. Must have computer skills.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Complete CLASS observations and other assessments to gauge quality of teacher-child interactions in classroom.
 - B. Based upon results of classroom observations, provide targeted training and coaching to teachers for purpose of improving CLASS scores.
 - C. Assist with all facets of the program curriculum implementation and monitoring for Head Start and Early Head Start.
 - D. Spend at least 25% of each week in the classroom acting in a mentoring role with classroom staff, particularly teachers.
 - E. Measure program effectiveness, including compliance with performance standards and operational procedures by maintaining regular, comprehensive data on child outcomes.
 - F. Assist in evaluating child outcome data and make recommendations for changes or improvements in teaching strategies and approaches.
 - G. Assist in the implementation of a comprehensive transition process including transition to Early Head Start, Head Start, and Kindergarten.
 - H. Assist in facilitating parent committee for Kindergarten transition activities, including providing resources for staff and parents related to child development issues (i.e. separation anxiety), and assist in developing transition agreements with local school districts.
 - I. Provide training on assessment tool, GOLD, and other education content area topics as needed.

- J. Assist in regularly reviewing staff development files to ensure training requirements (such as CPR, First Aid, etc.) are current.
- K. Assist with planning and implementing training at pre-service, in-service, new staff orientation, and other trainings as directed.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds		X		
Up to 50 Pounds		X		
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above: The classroom environment requires staff to be active and engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children at their eye level, etc. Lifting infants, toddlers, and preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Personal computer				X
Routine office equipment			X	
Motor vehicle operation			X	

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely	Up to	1/3 to	2/3 and

	or Never	1/3	2/3	More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Risk of electrical shock	X			
Vibration	X			
Work/job related travel			X	

B. Amount of noise typical for the work environment for this job: Moderate to loud noise typical to a preschool classroom environment. This position will also spend time in an office environment.

C. Specific job duties affected by the environmental conditions described above: Travel is required between centers and community partner sites, and to training activities.

8. Protective Clothing/Equipment Required: None.

9. Supervisory Responsibilities: None.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed 1/30/19 By: RL