



Mentor Teacher Job Description

Department: Head Start/Early Head Start

Pay Grade: 6

Supervisor's Title: Education Manager

General Purpose of the Job: Responsible for assisting the Education Manager 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.

Minimum Level of Education/Experience Required: Requires a BA/BS or MA/MS and coursework equivalent to a major relating to early childhood education. Classroom Teaching Preschool age children required.

License or Certificate Required: In addition to the above requirements, must have a valid Iowa or Illinois Driver's license.

Supervisory Responsibility: None.

Eligible for Telecommuting: No.

Schedule: Set Schedule.

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.

Physical Demands	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
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			
Lift up to 10 Pounds				X
Lift up to 25 Pounds		X		
Lift up to 50 Pounds		X		
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Use routine Office Equipment			X	
Use computer				X
Use small kitchen appliances	X			
Motor vehicle operation			X	
Work in wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Work near fumes or airborne particles	X			
Work with toxic or caustic chemicals	X			
Work in outdoor weather conditions		X		
Work near risk of electrical shock	X			
Work with or near vibration	X			
Work/job related travel			X	
Noise: Moderate to loud noise typical to a preschool classroom environment. This position will also spend time in an office environment.				
Protective Clothing/Equipment Required: 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: 3/27/20 By: JB