The Order of the Fisherman Ministry Head Start

TITLE OF POSITION: Full-time Mentor Coach

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. The Education Manager will review this position description with the employee upon hiring. TOFMHS Management may revise this description if there are substantial changes in the duties or believes there is need for an update.

IMMEDIATE SUPERVISOR: **Education Manager**

Job Summary:
Coach teachers in planning, organizing, and implementation of education best practices and services for children in the Early Head Start Program under the direction of the Education Manager.

Skills:
- Ability to write reports, business correspondence and procedure police and/or manuals.
- Ability to effectively present information and respond to questions from staff, parents, and community stakeholders.
- Ability to communicate with staff and parents with low literacy levels.
- Excellent knowledge of productivity applications such as Microsoft Office (Word, Excel, Publisher, Access, Outlook) and other technology to support efficient and effective office operation.
- Experience with databases utilized by Head Start programs, i.e., Child Plus, COPA, etc.
- Ability to work independently with minimal management guidance.
- Excellent oral and written communication skills.
- Possess excellent customer service and communication skills with a client-centered focus.
- Ability to build a positive rapport with others and to serve diverse communities.
- Establish and meet deadlines.
- Prioritization of tasks
- Optimization of efficiency
- Work with all members of the community regardless of race, gender, age and cultural or ethnic background.

ESSENTIAL JOB FUNCTIONS:

The statements below are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.:

- Works with childcare partner (providers) and staff to establish plans and procedures to ensure the safety and security of children.
- Works with EHS-CCP teachers to evaluate individual needs and devise a training strategy for ongoing Coaching.
- Utilize Practice Based Coaching Model with individual teaching staff to build a 2–4-week coaching cycle that addresses identified professional development goals/objectives.
- Offers Technical Assistance HighScope and/or COR, as well as other education related programs.
- Suggests individual professional development activities and demonstrates proficient teaching techniques via "modeling" for EHS-CCP Teachers as needed.
- Assist EHS-CCP Teachers in the development and implementation of Individual Educational Plans (IEP's) for identified children.
- Works closely with Grantee Health/Disability Specialist to ensure inclusive services are provided to meet the needs of all children.
- Provides input for training needed and reports/coordinates with Education Manager and Grantee Specialists to develop those trainings.
- Utilizes daily active supervision to ensure each site/program is compliant with all relevant licensing and EHS requirements.
- Maintains a strong understanding of Early Head Start Performance Standards, Practice Based Coaching Model and HighScope Curriculum
- Supports and models teaching practices based on IFSP or IEPs for children.
- Enter Mentor/Coaching Reports into the ChildPlus Tracking System for viewing of all Grantee Managers and Specialists for additional follow-up and technical support as needed.
- Participates in meetings and strategy sessions to stay informed on priorities, raise issues and provide feedback.
- Assist with the Annual Self-Assessment as requested.
- Assists in the research areas for best practices and system improvements to be implemented by Early Head Start programs.

EDUCATION & EXPERIENCE:

- Bachelor's degree in early childhood education, Child Development, Social Welfare, Public Administration, or one of the Social Sciences or related field. CDA in Infant Toddler preferred.
- Experience with an Early Head Start and/or Head Start Programs is preferred.
- One (1) year or more of relevant job experience.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance

- Health insurance
- Paid time off
- Vision insurance

Schedule:
- 8 hour shift
- Day shift
- Monday to Friday

Supplemental pay types:
- Bonus pay

Ability to commute/relocate:
- Detroit, MI 48204: Reliably commute or planning to relocate before starting work (Required)

Experience: Data management: 1 year (Preferred)

Work Location: In person