JOB TITLE:  EHS-CCP Coach/Mentor & Monitor
STATUS:  Full – Time Non-Exempt
GRADE:  37-39**
TERM:  12 months
REPORTS TO:  EHS-CCP Coordinator
DATE:  February 2015

Position Summary:  Responsible for the compliance and training EHS-CCP Partners consisting of multiple centers and family child care homes. Provides on-site coaching and mentoring to improve teacher-child interactions. Ensures that the Child Care Partners are meeting training and performance standards by WCCA and Early Head Start.

Principal Duties and Responsibilities:

- Assures Early Head Start (EHS), and CACFP Food Program, etc. are adequately managed, supervised, and maintained for the benefit of the children and families served. Seeks assistance and services from other staff and outside resources, including community groups to carry out these responsibilities.
- Ensure Child Care Partners (CCP) and EHS teachers receive appropriate training according to Head Start Performance Standards and NC Child Care Licensing Rules.
- Provide oversight, direction, and monitoring of CCPs including monitoring EHS requirements and North Carolina Division of Development and Early Education (NCDCDEE) licensing, enrollment, proper staffing, problem-solving, and corrective actions of centers/homes.
- Provide constructive feedback and support to teaching staff for learning and growth. This may include activities, reading material, or other resources as needed to guide learning.
- Encourage, support, motivate, and work interactively with teachers/centers to develop and implement professional development goals providing resources as needed.
- Ensure that facilities, including buildings and grounds, are monitored and maintained to assure the safety of children, per NCDCDEE requirements.
- Conduct regular visits and classroom observations, demonstrate lessons, and provide feedback at all locations in the service area as assigned (scheduled and drop-in).
- Work in association with EHS-CCP and other coordinators of Head Start components to develop and implement systems designed to ensure that children and families receive comprehensive services.
- Implement best practices for early child development. Provides leadership for ongoing monitoring and annual self-assessments for all segments of the CCP Center’s/home’s operations.
- Remains proficient of standards and requirements of Head Start Performance Standards, funding requirements, as well as NC Child Care Licensing Rules, Infant/Toddler Environment Rating Scale-Revised (ITERS-R), Early Childhood Environment Rating Scale – Revised (ECERS-R), and Family Child Care Environment Rating Scale – Revised (FCCERS-R), to operate and remain in compliance with the regulations and requirements. Establish and monitor systems and services in assigned area to ensure program quality and compliance.
- Assures individualization of plans for children to enhance positive child outcomes.
Additional Duties and Responsibilities:
• Provide assistance and consultation to assure that written policies and procedures are kept current.
• Assures that matching non-federal share is obtained for the Early Head Start programs at the centers/homes.
• Submits monthly reports on direct services activities and status to the supervisor. Completes regulatory reports to comply with funding requirements with guidance by the EHS-CCP Coordinator.
• Design and deliver training and formal presentations. Provide information on Children’s Services to the community.
• Develop and maintain professional relationships with community organizations that provide resources to families/children enrolled in children’s services and participate in related community groups.
• Responsible for tasks associated with completing the community assessment.
• Attend meetings, staffings, trainings and professional development activities as appropriate.
• Maintain systems, databases, files, etc. ensuring security of data.
• Compile and submit data for annual Program Information Report (PIR).
• Maintain and update policies and procedures per federal and state regulations.
• Performs related duties as assigned and as needed.

Work Relationships and Scope:
Reports directly to the EHS-CCP Coordinator. This position interacts regularly with staff as well as outside agencies. Frequent access to confidential client records.

Performance Dimensions:
• Effective staff management and leadership skills.
• Adherence to agency polices and practices.
• Develops and maintains positive working relationships with other employees and community partners.
• Represents the values of the agency and Head Start in action and word.
• Follows all guidelines on confidentiality.
• Enhances job growth through training and education, as required or necessary.

Knowledge, Skills, and Abilities Required:
Education/Training: Baccalaureate degree in Early Childhood Education, Child Development, Human Services or related degree with six college courses in child development or early childhood education, or Associates Degree in Early Childhood Education and a minimum of five years experience in an early childhood setting. Ability to obtain NC Administrative Credential II in a reasonable time. Degrees must be from an accredited college recognized by DCDEE.

Experience: Minimum of two - five years’ experience in working with young children in group settings. Those with Associate Degrees require at a minimum five years experience. HS/EHS experience preferred.
Skills and Abilities:

- Knowledge of Head Start Performance Standards; NC Child Care Licensing Requirements; ITERS-R; ECERS-R; FCCERS-R; Creative Curriculum and Teaching Strategies Gold.
- Considerable knowledge of human services resources and agencies, including local, state and federal.
- Current Infant/Child CPR & First Aid Certifications or ability to obtain within six (6) weeks of hire date.
- Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
- Knowledge of, and experience with, group dynamics, facilitation and collaboration.
- Ability to interpret, apply, and audit various policies, procedures, and regulations.
- Ability to exercise tact and discretion in all partner, staff, child and family interactions.
- Ability to handle highly stressful and sensitive situations in a professional manner.
- Excellent written and verbal communication skills – Bilingual English/Spanish skills helpful.
- Significant decision making and problem solving in many areas including the allocation of resources to program components, compliance issues, scheduling and provision of program services.
- Ability and flexibility to travel locally, state-wide, and nationally by ground or air transportation, including overnight travel.
- Strong computer skills
- Must possess a valid driver’s license with a good driving record. Must have access to transportation for center/home visits and proof of current liability insurance of $100,000/$300,000 in order to drive personal car for work. Otherwise, an agency vehicle must be driven. Occasionally it is required to drive in outlying areas.
- Employment is conditional pending immediate and continued enrollment in Child Care Division-Criminal History Registry.
- Physician’s statement of good health within 60 days of employment or earlier if required by supervisory personnel. Provide personal statement of good health annually or upon request by HS Director, Health Advisory Committee or NC Child Care Licensing.
- Have negative results of TB test before beginning work.

Working Conditions:

Job Conditions/Work Location: Work is performed primarily in center/home environments.

Physical Requirements: Ability to sit for extended periods of time, regularly access files (some walking bending stooping, and occasionally lifting of up to 40 pounds). Frequent mental and visual concentration required for computer usage.

Equipment Used: Computer, telephone, calculator, copy machine, printer, fax machine and other office equipment.
**Depending on Education and Experience**

Acknowledgment:
This position is a non-exempt position working 12 months per year.

The first six months of a new position is considered an introductory, or orientation period. Two reviews will be completed during this period by the supervisor, one at the end of 90 days and one at 180 days. During this time an employee may resign with or without cause. Likewise, an employee may be released with or without cause during the 6 month period considered the Introductory Period.

Employment is “at will” both during and after the Introductory Period.

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

_______________________________________  _________________________  
Employee Signature      Date

_______________________________________  
Employee Name (Please Print)