

## COMMUNITY ACTION PLANNING COUNCIL

### JOB POSTING

(In-House and Out-of-House)

**POSITION TITLE:** Early Childhood Mentor Coach  
**PROGRAM:** Head Start / Pre-k  
**CLASSIFICATION:** Academic/Full-Time/Non-Exempt  
**GRADE:** Grade 7  
**SALARY:** \$15.01 per hour  
**JOB HOURS:** 32.5 hours per week (Daytime hours may vary. Some evenings and weekend hours may be required.)  
**JOB LOCATION:** Head Start Center, 518 Davidson Street, Watertown NY

**JOB SUMMARY:** Responsible for providing mentor coaching, new employee training, and overall support and follow-up with teachers by means of a referral and case management approach. Ensure that teachers are getting the direction needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness. This position is also responsible for the oversight of required education training, to include tracking training logs, facilitating and planning training, providing various trainings, and monitoring staff's mandatory educational credentials. Responsible to do some site visits and follow-up with the Office of Children & Family Services licensing compliance as requested by the Head Start/Pre-K Director.

**EDUCATION:** Bachelor's Degree in Early Childhood Education or a degree with equivalent coursework is required.

**EXPERIENCE:** Experience working with preschool children and supervision of adults is required.

**SKILLS:** This position requires knowledge of education and mental health areas, ability to work with adults and young children, excellent written and verbal communication skills, strong organization and time management skills, proficient computer skills; knowledge of practice-based coaching and its various techniques, and ability to work with children with challenging behavior and coach the education staff accordingly. This person must have the ability to keep accurate detailed records; maintain confidentiality of program and agency related information; be able to work with diverse families; and work independently and as a member of a team.

**OTHER REQUIREMENTS:** Employment is conditional pending Policy Council approval, satisfactory medical exam and TB test, and background clearances at the time of hire. Preference is given to qualified in-house candidates. A valid driver's license is required.

**BENEFITS:** Agency Flexible Benefits Plan, academic schedule, paid school vacations and unemployment benefits during the summer.

**TO APPLY:** Submit updated resume, employment application form and college transcript by 5:00pm March 30, 2017 to Community Action Planning Council, 518 Davidson Street, Watertown, NY 13601, Fax 315-785-0892 or email rbattista@capcj.org. Employment application available at capcj.org.