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| Job Title: | **Early Head Start Mentor-Coach** |
| Department: | **Child & Family Development** |
| Reports to: | **Early Head Start Program Manager** |
| Grade: | **CX**  |
| Supervises: | **N/A** |
| FLSA Status: | **Exempt** |
| Prepared by: | **EHS Program Manager** |
| Date: | **March 30, 2021** |
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| Purpose:The Early Head Start Mentor Coach will promote and support the growth of assigned education staff through Practice Based Coaching, and provide the remaining staff with Professional Development guidance thereby enhancing the quality of programming children and families receive. Additionally, the Early Head Start Mentor Coach will supervise Socialization Specialists to ensure socializations are meeting all Head Start Program Performance Standards and safety guidelines. |
| Position Objectives:* Implement the key components of Practice Based Coaching with assigned staff.
* Through the process of Practice Based Coaching, enhance agency, area, and individual home-based practice skills.
* Support Socialization Specialists to achieve safe, curriculum-based socializations in adherence to the Head Start Performance Standards
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| Essential Functions:***Education and Early Child Development Program Services**** Establish and maintain familiarity with the Home Visit Rating Scales A+, TS GOLD, the Parents as Teachers curriculum, and the Parents as Teachers home visiting observation tool.
* Remain current on child development and home visiting theories and developmentally appropriate practices.

***Human Resources Management-Training and Professional Development**** Attend required trainings to keep up with Practice Based Coaching and the various assessment tools used by the department.
* Support Child Family Specialists in developing a Shared Goals and Action Plan based on their Professional Development survey and track progress at the completion of each coaching period.
* Monitor and facilitate the Practice Based Coaching cycle with assigned Child Family Specialists, according to their Shared Goals and Action Plan, to improve their home visit practices and ensure continuous quality improvement is being monitored and achieved.
* Implement adult learning practices/ strategies to support Child Family Specialist progress and facilitate reflective processing during scheduled coaching sessions and Professional Development goal review.
* Maintain contact with PSCs to ensure coordinated efforts to support the professional development of assigned Child Family Specialists when applicable.
* Attend trainings and other growth opportunities to support personal professional development.

***Education and Early Childhood Development**** Demonstrate knowledge and understanding of current best practices in the fields of early childhood development and relationship-based practice to support program outcomes.
* Conduct observations of socializations, and family engagement activities to provide staff support, on-site training, and program monitoring.
* Assist in procedures established for identifying and serving EHS children with diagnosed delays.
* Working knowledge of all screening and assessment tools utilized by Early Head Start.
* Knowledge and understanding of the Early Learning Outcomes Framework.

***Child Health and Safety**** Monitor health and safety postings at socialization sites ensuring they are accurate and updated.
* Support Socialization Specialists in completing Safe Environment Checklists.
* Responsible for ensuring that staff are meeting health and safety guidelines during family engagement activities, promoting home safety and utilizing program tools designed for these purposes.

***Family Partnerships**** Ensure staff are supportive, timely and follow program procedure in their work with children/families transitioning into the next school readiness setting.
* Knowledge and understanding of the Head Start Parent, Family and Community Engagement Framework and the Strengthening Families/Five Protective Factors Framework.

***Facilities, Materials and Equipment**** Ensure all socialization sites meet the NMCAA EHS Safe Environment checklist in collaboration with the Socialization Specialists.
* Approve appropriate materials and equipment requests received from staff in accordance with administrative guidance.

***Management Systems and Procedures**** Familiarize self with the Performance Standards and related goals and objectives of the Program Plan. Communicate to staff the importance of meeting Performance Standard requirements through the implementation of the Program Plan.
* Maintain confidential, accurate and up-to-date coaching records and coaching files for each Child Family Specialist receiving intensive coaching and professional development support. Submit quarterly NMCAA EHS Practice Based Coaching reports and quarterly NMCAA EHS Professional Development reports.
* Protect the privacy of families and staff and hold in confidence all information obtained in the course of service.
* Attend PSC designated team or county-based meetings as needed to discuss trends in staff professional development, families, and communities.
* Arrange for and facilitate hiring Socialization Specialist staff.
* Assist in the development of policies and procedures.
* Recap monthly with Socialization Specialist staff to monitor socialization requirements and provide purposeful, timely feedback.
* Help assess, coordinate, conduct, and monitor appropriate staff trainings and meeting agendas.
* Keep staff abreast of program information through written and verbal communications.
* Process time and expense sheets for assigned staff.
* Provide supervisory job performance feedback through scheduled probationary, evaluation and disciplinary periods.
* Utilize the tools of Reflective Practice to staff to build positive, reflective supervisory relationships.
* Attend and actively participate in all required meetings.
* Attend management meetings and other meetings as identified by the Early Head Start Program Manager.
* Meet on a regular basis with the Early Head Start Program Manager.
* Maintain work calendar on the Outlook program that is updated each Friday for the following week. Adhere to scheduled work hours as required.
* Perform other incidental and related duties as required and assigned.

***Achieving Program Goals**** Work with the Early Head Start Manager, PSC group, and NMCAA administration to identify program strengths and areas for improvement to impact ongoing work at the program, area, and individual Child Family Specialist level.
* Actively participate in Early Head Start professional development days and area meetings with the intent of working towards enhanced home visit practice skills in areas determined by professional development surveys, expressed staff interest, and program data.
* Plan and facilitate outcomes driven Data Days (following the GOLD checkpoint dates) and study groups based on individualized coaching portfolios and individual/group needs to ensure ongoing and continuous improvement for home visitors.
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| **Measured by:*** The accuracy and timeliness of completed work.
* The quality of services provided.
* Feedback from agency leadership, staff, community partners and families.
* Flexibility to adjust to situations and react as necessary for the betterment of the agency.
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| **Minimum Education:*** BA/BS degree in early childhood education or related field.
* Practice Based Coaching training must be completed as soon as possible after hire, as determined by the next available training date.
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| **Minimum Experience:*** Proven experience in group facilitation towards a common goal and/or supervisory experience supporting staff in meeting individual goals.
* Prior experience working with low income/at risk families.
* Experience working directly with children and families in home visit situations preferred.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy, mission, and Cornerstones of Culture.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member with agency and community members.
* Ability to perform physical tasks to carry out specific job duties.
* Ability to meet the State of Michigan and Federal background check requirements.
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| **Minimum Skills and Qualities Required:*** Demonstrate a strength-based approach in working with staff and families.
* Proficient in web-based platforms, video uploading, communicating via technology (zoom, skype, etc.).
* Possess effective written and interpersonal communications skills necessary to partner cooperatively with coworkers, families, other agencies, and health entities.
* Strong organizational skills with the ability to plan, organize, prioritize, and multitask to work efficiently and effectively.
* Knowledge of basic computer skills and office equipment.
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| **Minimum Physical Expectations:****Physical activity that often involves or requires the following:*** Keyboarding, sitting, phone work and filing.
* Extensive time working on a computer.
* Car travel
* Lifting under 25 lbs.
* Bending, stooping, reaching, climbing, kneeling and/or twisting
* Pushing and/or pulling over 25 lbs. but not more than 50 lbs.

**Physical activity that sometimes requires the following:*** Lifting over 25 lbs. but not more than 50 lbs.
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