

Teacher Mentor/ Coach Manager (Mentor Coach)

JOB CODE: HS003

Schedule: Full Time, On-Site

Work Status: Regular-Exempt

Salary: Starting at \$48,690.00/ year- based on experience and education

Location: Mount Vernon, MO

We Invite You to Join UMOS' Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits

To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees' eligible compensation

Advancement

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

Diversity & Equal Opportunity

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Ready to make a difference?

In this role, you will serve as a Mentor/Coach for the Head Start program. This position is chiefly responsible for supporting educational quality, promoting developmentally appropriate practices, and creating sound program approaches to the delivery of services. Mentor Coaches collaborate with Center Managers, teachers, and other staff in the Head Start program to ensure that outcomes are achieved for children of all ages, developmental stages, and cognitive abilities.

Primary Responsibilities (Not all inclusive):

1. Conduct center and family childcare site observations to promote developmentally appropriate practices, sound program approaches to the delivery of services.
2. Conduct observations and work collaboratively to develop individualized learning plans that support professional development goals.
3. Utilize CLASS to measure performance and design learning strategies to enhance teaching skills.
3. Provide one-to-one mentor coaching strategies for improving teacher-child interactions which affect linguistically, and developmentally diverse groups of children.
4. Implement a research-based, coordinated coaching strategy for education staff. Engage in dialogue and problem-solving using reflective inquiry, both individual and group and use small group meetings to discuss appropriate curriculum planning and implementation, the ongoing assessment process, and how to individualize curriculum.
5. Assist with the collection and gathering of child progress data.
6. Gather and track coursework documentation from teaching staff and submit early care and education support coordinator.
7. Provide training, technical assistance, and guidance to staff on a range of early learning child development topics including understanding children's needs and behaviors, implementing appropriate strategies that support learning and development, strengthening supportive home environments, and promoting nurturing relationships between children and caring adults.

8. Provide guidance and support to assist staff with the implementation of strategies and resources that individualize services and promote inclusive practices for all enrolled children including children with disabilities.
9. Work with management team to complete Program Self-Assessment, internal quality reviews, and other planned activities that promote continuous quality improvement of program services and positive child outcomes.
10. Implement Child Development and Wellness program including classroom observations, monthly CLASS reviews, child and classroom transition assistance, case notes and coordination of training/coaching services while maintaining confidentiality of child and family, and as necessary perform classroom teacher duties.
11. Develop and document progress on professional development plan for assigned staff and facilitate and engage in professional development activities to increase skills.
12. Provide training and technical assistance, including guidance, support and supervision to teaching staff to identify strengths, areas of needed support, and staff that would benefit most from intensive coaching.
13. Provide opportunities for intensive coaching to identified staff through observation, feedback, and modeling of effective teaching practices that are directly related to the program performance goals.

Qualifications:

1. Demonstration of COVID-19 Vaccination required.
2. Must possess a bachelor's degree in Early Childhood Education/or related field
3. Have at least 5 years of classroom experience and/or combination of 3-year classroom and 2 year of supervisory experience.
4. Preferred at least 1-year experience involving parent/adult education, college or preschool instruction, which included program planning, organizing, and adult education and training.
5. Possess adult learner presentation/training experience and be proficient in Microsoft Office.
6. Should have strong oral and written communication skills, Bilingual in English and Spanish (oral and written preferred).
7. Must have reliable transportation, possess a valid driver's license, and have adequate insurance.
8. Able to work irregular hours and ability to travel required.

Conditions of Employment:

Employment with UMOs is contingent upon successful completion of:

1. Criminal Background Check prior to employment
2. Physical Exam and TB test showing the absence of Tuberculosis.

Must submit all relevant educational documentation at the time of application

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Equal Opportunity Affirmative Action Employer