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## **NOTICE OF VACANT POSITION**

June 15, 2017

Southeastern Community & Family Services, Inc. is accepting applications internally and externally for the Head Start position listed below:

### ***PT Compliance Mentor/Coach Specialist***

#### **Summary:**

Responsible for the planning, implementation and supervision of the Early Childhood Development and Health Services Unit of the Head Start Program. Ensures instructional experiences are developmental and linguistically appropriate in the areas of physical, emotional, social and cognitive development. Compiles reports. Provides training and technical assistance for Head Start parents, staff and community resource persons.

#### **Reporting Relationships:**

**Reports to:** Head Start Director

**Manages:** N/A

**Relationships:** Head Start Staff, local groups, agencies and education professionals

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**Principle Duties and Responsibilities** include those listed below as well as other duties assigned by the Head Start Director.

- To provide technical assistance to teaching staff by implementing and demonstrating hands-on techniques in working with young children; to help develop developmentally appropriate learning environments; to help monitor the staff's implementation of educational training plans; parent training plans and strategic plans for the Head Start Program.
- To provide coaching/mentoring to identify Head Start staff strengthen their classroom performance skills and development so as to improve the quality of interactions and achievement of children's goals. Intensive coaching opportunities will align with school readiness goals, curricula and professional development.
- To assist with the implementation of the education program in the Head Start classrooms in accordance with the Head Start Performance Standards with specific responsibilities for staff development and in assuring that all classrooms meet the training requirements of the Division of Child Development.
- Support the vision and mission of Southeastern Community and Family Services, Inc. Head start Program.



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- Ensure successful implementation of the Early Learning Mentor Coach program plans and procedures.
- Provide one-to-one and/or small group coach mentor strategies for improving child interactions and how to work with culturally, linguistically appropriate beliefs for identified teaching staff in an innovative and effective manner.
- Document/track time spent in one-to-one and/or small group coach mentor sessions, mapping out clear goals and a process for achieving goals and monitor improvement. Meet with supervisor to discuss on an as needed basis; while maintaining open communication.
- Assist in completing the CLASS three times a year in the Head Start classrooms and assists with implementation of Improvement Plans for staff scoring below a three in any domain.
- Provide mentor coaching to new staff one on one/or in small group sessions to assist them with becoming familiar with the program and their classroom duties and best practice as observed by the program.
- Provides feedback and results to mentored staff, Child Development Administrator and Head Start Director. Also, provide plan activities; connect with resources, staff-child relationships and areas for improvement.
- Assists Head Start teachers with room arrangement to accommodate children, individually, in small groups, and in large groups.

#### **General Knowledge/Skills Requirements:**

- Energetic with initiative and a high degree of personal integrity
- Conducts training and educational programs
- Strong knowledge of Head Start Performance Standards, curriculum development and classroom procedures
- Attentive to detail; understanding the importance of accuracy
- Prepare written program narrative and monthly reports
- Good judgment and decision making skills
- Multi-tasking of diverse projects
- Foster working relationships with staff/co-workers, and community resource persons
- Must exhibit effective communication both written and oral



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**Education Requirements:** Bachelor's Degree in Child Development, Early Childhood Education. Six hours of graduate studies helpful.

**Minimum Requirements:** A minimum of five years of experience in management related position within a preschool setting. Three years of supervisory experience. Three years of experience in conducting training sessions. Must have valid drivers license.

**Instructions:** Send Agency application, cover letter and resume by **June 30, 2017** to:

Tamara Monroe, HR Director  
Post Office Box 1025  
Lumberton, NC 28358  
Email: [recruitment@scfsnc.org](mailto:recruitment@scfsnc.org)

*Applications may be obtained by visiting the Agency's website: [www.SCFSNC.org/CAREERS](http://www.SCFSNC.org/CAREERS)*

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