

**JOB TITLE:** Education Quality Mentor

**Working Hours:** 8:30 a.m. – 5:00 p.m. Monday - Friday

**Salary Range:**

**GENERAL DUTIES:**

Works under the supervision of the Education Specialist to monitor, ensure that the classroom guidelines according to Aging plans, policies and procedures and the Head Start Performance and the Act of 2007.

**SPECIFIC DUTIES:**

1. Monitor classroom management
2. Provides technical assistance for classroom staff
3. Conducts CLASS observations
4. Reports observation findings to classroom team, Center Director and Education Specialist.
5. Provides report to Education Specialist biweekly on CLASS findings and recommendations.
6. Make referrals for additional training on CLASS; and performance related issues.
7. Conducts environmental assessment of classrooms and reports to Center Director.
8. Checks children's files in classroom to ensure compliance.
9. Reviews lesson plans
10. Determine status of child assessments.

**SUPERVISORY CONTROL**

The Education Quality Mentor is responsible to the Education Specialist who is responsible to the Child Services Manager.

The Education Specialist is responsible for evaluation on an annual basis.

**OTHER SIGNIFICANT FACTS**

1. Must have valid driver's license.
2. Must have a means of transportation.
3. Must have a current health card and annual physical.
4. Must obtain MVR within 15 days from the beginning of the school year or within 15 days of employment.
5. Must be able to lift at least 50 pounds or more.
6. Must be able to travel out of town and at night.
7. Ability to communicate effectively, orally and in writing.
8. Must have basic knowledge of community and resources
9. Must be able to work under supervision.

**Qualifications**

1. Bachelor's degree in early childhood Education or related field
2. Must have computer experience.
3. Must obtain and maintain CLASS reliability
4. A minimum of two (2) years working with preschoolers.