

Kalamazoo County Ready 4s Job Responsibilities / TEACHER MENTOR – Part Time

Job Description

A Teacher Mentor is responsible for assisting teachers employed at partnering early childhood programs in implementing and sustaining high-quality practices within the preschool and/or Pre-K classrooms. The Teacher Mentor provides coaching, consultation, and professional development to both classroom teachers and program administrators for the purposes of continuous quality improvement of program practices. Available position is part-time from August through May, with an average minimum of 8 hours per week and up to 20 hours per week at an hourly rate of \$36.91 per hour. Benefits include mileage reimbursement, accrued Paid Time Off (PTO), Employee Assistance Program, wellness benefits, and employer contribution to a Simple IRA upon eligibility.

Primary Duties and Responsibilities

1. Uses evidence-based coaching and strength-based strategies conducive to effecting change.
2. Coaches and assists teachers with curriculum implementation, teaching strategies, lesson planning, authentic child assessment, data analysis, and classroom management for the purpose of improving instruction.
3. Conducts CLASS evaluations in preschool classrooms as scheduled throughout the school year. Uses CLASS data to inform appropriate coaching strategies for individual mentees throughout the year.
4. Assists classroom teachers in using child and program data to identify classroom and child(ren) SMART goals; supports teachers and monitors growth in identified goal areas.
5. Develops and facilitates professional development workshops for preschool teachers in collaboration with Kalamazoo County Pre-K.
6. Collaborates with Kalamazoo County Pre-K and other community organizations for the purpose of sharing ideas and improving processes.
7. Coaches and assists teachers in communicating effectively with parents.
8. Models professionalism at all times for the purpose of demonstrating expected behaviors and actions of exemplary teachers.
9. Participates in meetings, workshops, trainings, etc. for the purpose of conveying and/or gathering information required to perform job functions.
10. Maintains accurate and timely electronic documentation and records as required (e.g.) coaching records, training records.
11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of Kalamazoo County Ready 4s.

Knowledge and Skills Required

1. BA in early education or related field required. Master's degree preferable.
2. Three or more years relevant job experience in early childhood education, such as a pre-kindergarten or kindergarten classroom.

3. Experience coaching adults in sustainable quality improvement practices.
4. Knowledge of the preschool Classroom Assessment Scoring System[®] (CLASS) and ability to maintain Interrater Reliability annually.
5. Knowledge of Creative Curriculum[®] and/or HighScope[®] Curriculum, and corresponding child assessment tools, or ability to learn.
6. Knowledge of and experience in working with adult learners.
7. Proven experience in working with people of diverse backgrounds.
8. Ability to work independently, coordinate and schedule workload, make coaching decisions as appropriate, and handle a variety of tasks and deadlines.
9. Ability to work effectively in a team-oriented manner.
10. Ability to adapt to changes in the work environment.
11. Excellent written, verbal, and listening communication skills.
12. Valid Michigan driver's license and availability of a vehicle and vehicle insurance.
13. Ability to travel throughout Kalamazoo County.
14. Ability to effectively use Microsoft Office products (Word, SharePoint, Teams, etc.) and other technology platforms as needed.

Application Procedure

Interested candidates are asked to send a resume to Caroline Bearup, KC Ready 4s Office Manager, at cbearup@kcready4s.org. Start date is anticipated to be early August, 2024.

Commitment to Equity and Inclusion

KC Ready 4s strives to be equitable and inclusive in all interactions, processes, and procedures. This commitment includes recruitment and retention of staff of diverse identities, experiences, and thoughts that contribute to our values and mission. We encourage all who meet minimum qualifications to apply and preference given to candidates who:

- Have demonstrable experience with effectively engaging individuals from diverse backgrounds; including but not limited to traditionally marginalized populations
- Model flexibility and patience to adapt to inevitable changes in society and the workplace
- Commit to ongoing growth and development in the areas of cultural agility, equity and inclusion