

HEAD START OF YAMHILL COUNTY
1006 NE 3RD ST. SUITE A. MCMINNVILLE, OR 97128
CLASSROOM INCLUSION MENTOR

Revision Date: 8/12/2024	Position Number: HSYC 6-22-CIM
Position Title: Classroom Inclusion Mentor	Pay Range: \$27.89
Reports to [Job Title & Division/Department]: Education Coordinator	
FLSA Status: Non-exempt; 12 month 40-hour weekly position	
Positions Supervised: None	

GENERAL DESCRIPTION

Support, mentor, and guide HSYC classroom staff in successful inclusion of all children into the classroom community, particularly children who require a higher level of classroom support.

MINIMUM QUALIFICATIONS:

1. Strong knowledge of theories and practices of Early Childhood Education/Development and Family/Social Services.
2. Strong knowledge of Early Intervention-Early Childhood Special Education.
3. Experience in mentorship and/or coaching.
4. Experience working with staff and families with diverse backgrounds.
5. Experience working with at-risk, rural families is preferred.
6. Experience in Reflective Supervision is preferred.
7. Ability to handle highly stressful and sensitive situations in a professional manner.
8. Ability to work independently and maintain professional boundaries and confidentiality.
9. Ability to exercise tact and discretion in all employee interactions.
10. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
11. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
12. Intermediate computer skills, including internet and e-mail.
13. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
14. Demonstrate an understanding of HSYC’s adopted curriculum; Creative Curriculum and Social Emotional supplemental curriculums, Conscious Discipline, GEM & Second Step.

15. Exercise sound judgment concerning privileged information.
16. Reliable transportation.

MINIMUM EDUCATION AND/OR EXPERIENCE:

1. A.A.S. in Child Development, Early Childhood Education or a related field preferred.
2. Five years' experience in working with preschool children in a classroom setting required. Experience mentoring classroom staff preferred. Previous experience working with at risk families and children preferred.
3. Minimum 2 years successful experience providing EI/ECSE supports to children and families.

COMMUNICATION SKILLS:

1. Ability to effectively communicate positively, respectfully, sensitively, reflectively and confidentially with children, families, staff and community members.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak and write with proficiency in English language.
4. Bilingual/Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers, other coaches & supervisor to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

CERTIFICATE, LICENSES, REGISTRATIONS:

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal Background Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources trainings
5. Obtain Food Handler's certification within 30 days of hire*
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 30 days of hire
8. Obtain the Foundations of Learning Certificate within 90 day of hire
9. Obtain First Aid/CPR certification within 90 days of hire.
10. Enrollment in Oregon Registry Online**
11. Reliable transportation

*not required for Administrative office staff/ those not typically in the classroom

**required for all classroom staff, education support staff and education supervisors

records checks as required by ORS 181.537, and child protective services records checks.

ESSENTIAL JOB DUTIES:

1. Observes, coaches, models and provides feedback/resources to classroom staff regarding children who may need a higher level of support to increase social skill and self-regulation development as well as strengthen goal areas for children with disabilities.
 - Model developmentally appropriate classroom practices that foster attachment, build self-regulation skills and otherwise promote healthy cognitive and social emotional development.
 - Support Head Start Home Base Teacher in implementation of social emotional skills into a Home Base learning environment.
 - Observe education teams in classroom environments. Use a trauma informed approach as well as positive behavior intervention strategies when working with children and staff.
 - Model and support classes in implementing Conscious Discipline Strategies.
 - Provide mentorship and resources to assist staff regarding needs of children with disabilities.
 - Provide reflective feedback to classroom staff supported by comprehensive documentation including goal planning.
 - Ensure the use of Agency-adopted curriculum, assessments, materials and strategies.

2. Provide support to staff, children and families by:
 - Training and assisting education staff in identification of children with disabilities, understanding IFSPs, and providing appropriate classroom support strategies for children with disabilities.
 - Ensuring approaches, strategies and interventions align with the child goals outlined in IFSP.
 - Participate in IFSP meetings as needed to provide feedback when setting or re-evaluating IFSP goals.
 - Supporting staff to promote parents in their parenting role as their child's first teacher and building on that relationship to enhance parent-child attachment.
 - Developing and encouraging healthy relationships (staff-parent, parent-child) based on strengths, respect, and trust.
 - Participate in the coaching and education component; assisting in implementation of staff plans, strategies and intervention supports.
 - Participate and work collaboratively in Individual Skill Building Plan Meetings with Education Coordinator, Teacher and the family to implement a plan of support for the child.

3. Advocates for Head Start by:
 - Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.

4. Contributes to team effort by:

- Attendance in weekly Education Coordination Team meetings.
 - Attendance in weekly Coaches Team meetings.
 - Attendance in bi-weekly case management meeting.
 - Attendance in monthly HSYC Administration meeting.
 - Interacting with members of Board of Directors and Policy Council upon request of Executive Director. Attend meetings as requested by Executive Director.
 - Planning and orchestrating with education team to provide coaching supports to classroom teams.
 - Establishing open and positive communication and interaction with all staff.
 - Openly receiving feedback from supervisor.
5. Maintains professional and technical knowledge and practices by:
- Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
 - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies.
 - Keeping current on local, state, and federal regulations and accepted best practices applicable to Parent, Child, Infant and Toddler Development program service areas.
6. Maintains confidence and protects agency operations by:
- Keeping information confidential.

ADDITIONAL JOB DUTIES:

1. Providing guidance for teachers in providing safe, healthy and esthetically pleasing environments
2. Coaching Education staff with overall classroom management, Developmentally Appropriate Practice, Head Start Philosophy, Conscious Discipline and PBIS strategies using Reflective Supervision practices.
3. Demonstrate ability to work as a support to all persons involved in the Education Component including Early Head Start Toddler Teachers and the Head Start Home Base Classroom.
4. Understanding Creative Curriculum and Developmental Rating Desired Profile (DRDP) assessment tool.
5. Performing other duties when necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a

regular basis.

1. Ability to: lift up to 40 pounds

MENTAL DEMANDS:

1. Job requires mental alertness
2. Ability to anticipate possible crisis situations and deal with them effectively
3. Ability to use good judgment with at-risk client populations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Indoor environment
4. Exposed to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

CONFIDENTIALITY:

Respects the confidentiality of information about Head Start, enrolled children and families, agency staff, personnel issues and other program operations.

I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.

Signature

Date

The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.