



****INTERNAL JOB POSTING****
Closes End of Day 8/15/2017

“Action Inc is a non-profit organization dedicated to the development of pathways out of poverty in Southwest Montana by developing innovative, community-based, collaborative solutions.”

Family Engagement/Mentor Coach Coordinator—Butte Head Start
Employment/FLSA Status: Full-Time /Seasonal/Non-Exempt
Wage: DOE

Position Summary:

We are currently seeking an energetic person to join our team in the position of Family Engagement/Mentor Coach Coordinator. Through a respectful, constructive, and energetic style guided by the objectives of the organization, the position plays an integral role in the administration of Community Action programs. The successful candidate is responsible for coordinating and overseeing Head Start Family Engagement activities as outlined in the Head Start Performance Standards and the Montana Preschool Development Grant requirements. The incumbent is also responsible for providing mentor coaching, support, and follow-up with teaching staff to ensure that education staff are getting the direction needed to successfully teach and implement the assigned curriculum and practices which promote high quality learning and school readiness.

Duties and Responsibilities:

Family Engagement:

This position coordinates and oversees Head Start and Montana Preschool Development Grant Family Engagement efforts. Develops and implements activities and events designed to engage families in Head Start-including parenting classes. Works with the Parent Center Committee to develop and carry out meetings and school readiness events. Recruits prospective volunteers from the local community to participate at Head Start. Coordinates with other Head Start staff to promote family engagement in the program. Develops and carries out specific efforts to engage fathers and father figures in their child’s education. Provides resources, information and support to Head Start staff to facilitate a culture of parent engagement in the program.

Mentor Coach:

Develop a comprehensive teacher mentoring plan for all education staff that meets the requirements of the Head Start Performance Standards. Assess all education staff to identify strengths, areas of needed support and which staff would benefit most from intensive coaching. Provide opportunities for intensive coaching to education staff identified through the assessment process that includes observations and feedback as well as modeling effective teacher practices directly related to program performance goals. Ensure coaching opportunities that align with school readiness goals and Creative Curriculum.

Qualifications:

Bachelor’s Degree in Early Childhood Education or;
Bachelor’s Degree or advanced degree in any field and coursework equivalent to a major relating to Early Childhood Education and experience teaching preschool children.

Knowledge of the needs of at-risk families and children. Knowledge of the Head Start Performance Standards and Head Start Act/. Knowledge of how to evaluate and interpret regulations. Familiar with Microsoft Word and Windows. Knowledge of the Creative Curriculum. Gain knowledge on CLASS Domains and Objectives.

Benefits:

- Optional group medical, vision, dental and life insurance. Benefit includes employer contribution.
- Retirement benefits through the Montana Public Employees Retirement System (PERS). Benefit includes employer contribution.

How to Apply: Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. – HRC District XII. You may also email application materials to jpaul@hrc12.org

*Action Inc.- Human Resources Council District XII is an Equal Opportunity Employer
Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*