

Workforce Solutions Cameron

Texas Rising Star Program Mentor

Department: Child Care

Reports To: Director of Child Care Programs

FLSA Status: Exempt

Salary Group:

Approved Date: November 18, 2019

Texas Rising Star Program Mentor

Summary

The Texas Rising Star Program Mentor is responsible for providing on-site mentoring to child care provider such as, but not limited to, providing direct assistance in establishing developmentally appropriate learning environments, providing guidance for lesson planning, and assistance in skills development. Additional duties will include: guiding, advising, and supporting Texas Rising Star (TRS) applicants and certified providers in attaining and maintaining TRS certification or National Accreditation status. Works under minimum supervision using initiative and independent judgment.

Essential Functions and Duties

1. Provide on-site mentoring to child care providers to increase certification of TRS certification, including sharing best practices in early childhood education, observations, and assessments.
2. Recruit child care providers and provide on-site training in attaining TRS certification.
3. Educates on TRS requirements and Child Care Licensing minimum standards.
4. Maintains the TRS information updated in the TWIST Applications and mentor files
5. Negotiates and ensures compliance with Technical Assistance (TA) plans, Services Improvement Agreements (SIA), and TRS probation as necessary.
6. Facilitates and provides guidance for developmentally appropriate learning activities to child care providers.
7. Attends trainings and conferences as needed; travel overnight as necessary.
8. Travel is required to carry out assigned functions.
9. Performs other duties as assigned by supervisor.

Mental Demands

1. Most of the duties are varied and regularly require analysis, comprehension or limited judgment and discretion. Some of the duties may not conform to standard practices requiring the use of the analysis and interpretation to resolve problems.
2. Requires continuous concentration, alertness and attention to detail.
3. Requires an intermediate to advance level of reading writing.

Physical Demand Classification

Light to Medium (Occasionally lifts up to 25 pounds)

Physical and Communication Demands

1. Constant (67-100%): Standing, driving, walking, forward reaching, hearing, vision, talking with child care providers and staff, and receiving and responding to verbal and written requests of child care providers.
2. Frequent (34-66%): Sitting, grasping, bending, squatting, kneeling, talking on the telephone, receiving verbal and written instructions and talking with co-workers.
3. Occasional (1-33%): Lifting from ground to waist height up to 25 pounds, carrying (10 to 15 feet) up to 25 pounds, stooping, crouching, twisting, side bending, overhead reach, hearing, and reading.

Description of Tasks

1. Lifting/Carrying: Occasional lifting/carrying is required when the mentor is assisting in child care providers' indoor and outdoor environments, rearrangement and inventory of materials and equipment delivered to child care providers. Force pounds were estimated to be up to 25.
2. Sitting: Mentor sits frequently at a work station or desk.
3. Standing/Walking: Alternate standing and walking is performed constantly when providing on-site mentoring.
4. Climbing: Climbing is performed when the mentor needs to climb onto a step stool to reach items on shelves, cabinets, or ceiling.
5. Bending/Stooping/Crouching: Forward torso bending, stooping and crouching may be the preference of the mentor when reaching or material handling at lowered work surfaces, and/or reaching for items on the lower shelves.
6. Squatting/Kneeling: These techniques can be used by the mentor when performing lifting, carrying, or with position tolerance tasks. Squatting/kneeling can be applied up to 1/3 of the workday.

Experience and Education

This position requires a minimum one year of full-time early childhood classroom experience in a Child Care, Early Head Start, Head Start, or pre-kindergarten through third grade school program.

4. Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science.
5. Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 hours in child development.
6. Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified.

Knowledge, Skills, and Abilities

1. Knowledge of best practices in early childhood education.
2. Knowledge and understanding of early childhood evaluations, observations, and assessments for both teachers and children.
3. Knowledge and understanding of child development and management in early care and education settings.
4. Understanding of TRS Certification Guidelines and the minimum standard of Texas child care licensing
5. Ability to relate to individuals from culturally diverse backgrounds
6. Ability to work independently and manage multiple projects.

Equipment, machines, tools used

Computer, computer software, scanner, printer, telephone, and copier. May use other equipment as required for the position.

Schedule

Approximately 8 hours per day between the hours of 8:00 a.m. to 5:00 p.m. with 1-hour lunch break unless arrangements have been agreed to by the employer and the employee; 5 days/week. Usually 40 hours/week.

Other Requirements

Must possess reliable transportation, valid driver's license, and have current auto liability coverage.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.