



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: Education Mentor Coach
Work Year: 11 Month/ 35 hour week

Salary: \$ 23.08 per hour Non-Exempt

Opening: Tuesday, September 6, 2022

Closing: Open Until Filled

BASIC FUNCTIONS:

The Education Mentor Coach works under the direct supervision of the Head Start Program Director. The Education Mentor Coach must implement a research-based, coordinated coaching strategy for education staff. Responsibilities include supervision of the educational services; guides curriculum and program planning, development, and training; serves as resource for education specialists and/or teachers; analyzes data and completes reports related to provision of educational services; conducts classroom observations; will supervise classroom and other education staff. The Education Mentor Coach is also responsible for coordinating and documenting all early childhood development activities to include transition activities. This position involves planning and coordinating with Head Start Teachers, Health /Disabilities Manger, Family Service Manager, the Policy Council and employee development activities to meet Head Start Performance Standards.

DUTIES & RESPONSIBILITIES:

- Have the capacity to offer assistance to other teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom.
- Coordinates Head Start training of staff, parents, and volunteers in accordance with the Head Start Performance Standards.
- Assist the Program Director and the staff in organizing an educational plan for children, staff, parents and volunteer development.
- Maintain accurate records on all position activities and submit timely reports as required. Review center files on enrolled children to ensure services are completed.
- Coordinating Head Start inter-Agency activities with community agencies, local public school districts, including joint activities with elementary public school and Head Start's transition plan.
- Attend all Head Start staff meetings, Manager and Policy Council meetings and other meetings as requested by the Program Director.
- Must attend parent sponsored functions and other extra-curricular Head Start activities that is part of the Quechan Head Start program. These activities may occur outside of regular working hours on weekends and evenings.

- Must be willing and available to attend and participate in pre-service and in-service training, seminars, conferences and other program and development oriented activities either on-site or in other locations.
- Must be knowledgeable of CDA credential criteria, and AAS Child Development requirements.
- Must maintain a continuous working relationship with specialists, trainers, and colleges to insure educational staff meet or exceed the 15 hours of yearly professional development.
- Must implement available Child Development curriculum for Head Start children, families, parents and volunteers.
- **Must be willing to travel out of the area and overnight when required.**
- Must be punctual and not have a record of excessive absences.
- Must be able to keep up with the physical and mental demands of the job.
- Will be subject to random drug testing.
- Must evaluate teachers and teacher assistants annually or as needed.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Must ensure coaches provide services described in HSPS 1302.92(c) and have a minimum of a baccalaureate degree in early childhood education or related field.
- Must be 21 years of age.
- Must have valid driver's license and be insurable by the Tribe.
- Must have a demonstrated ability to maintain confidential information and use practices that protect confidentiality regarding Head Start children, families and staff including program matters.
- Ability to meet daily work requirements without excessive absences.
- Maintain effective work relationship with co-workers, parents, Tribal staff, professional consultants, students, Policy Council members and community resource agencies.
- Must possess strong written and verbal communication skills.
- Physical exams required yearly to include a TB skin test and participate in health related trainings. Must obtain and maintain certifications in CPR, First Aid, and food handlers permit.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.