

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

TEMPORARY CERTIFICATED POSITION

JCN: 9218
EXEMPT

EARLY CARE AND EDUCATION ALLY PROJECT MENTOR

BASIC FUNCTION:

Under the direction of the Senior Director, Early Care and Education (ECE), Child Development Center Program Manager, and assigned supervisor, support the efforts of the ECE Ally Project; guide and support child development teacher assistants assigned to the Lighthouse for Children Child Development Center at the office of the Fresno County Superintendent of Schools ("FCSS") through real-time shadowing opportunities, coaching sessions, and ongoing assistance to enhance their skills and confidence in the child care profession.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Acknowledge and celebrate the teacher assistant's achievements and milestones in their professional development.
- Assist the teacher assistant in identifying and addressing challenges they may encounter in the classroom.
- Assist with demonstrations, observations, coaching, recommending conferences or workshops and other appropriate activities that will support the teacher assistants.
- Collaborate on problem-solving strategies and offer guidance on effective solutions.
- Collaborate with the teacher assistant to create an individualized professional development plan based on their needs and goals.
- Demonstrate effective teaching techniques and strategies in a classroom setting.
- Emphasize the importance of maintaining professional ethics and integrity in all aspects of their work.
- Encourage the teacher assistant to observe and learn from experienced educators.
- Familiarize the mentee with the organization's mission, vision, and policies.
- Maintain open and clear communication channels with child development assistants, program coordinators, and other community partners to ensure a cohesive and supportive learning environment.
- Offer guidance on effective communication strategies and active listening.
- Provide child development assistants with hands-on experience by allowing them to shadow and observe your interactions with children, parents, and other staff members.
- Provide constructive feedback and guidance on teaching strategies, classroom management, and communication skills.
- Provide guidance on creating an inclusive and welcoming environment for all children and families.
- Schedule regular one-on-one meetings with the teacher assistant to discuss progress, challenges, and any concerns; review and discuss reflections during mentor-teacher assistant meetings.
- Share relevant resources, such as articles, books, and online materials, to enhance the teacher assistant's knowledge and skills.
- Work closely with child development assistants to enhance their teaching techniques, classroom management skills, and understanding of child development principles.
- Work on improving the teacher assistant's communication skills, both with children and colleagues.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Meet qualifications as required by a Master Teacher or Lead Master Teacher position at the FCSS.

LICENSURE AND OTHER REQUIREMENTS:

- Employed and assigned to a full-time Master Teacher or Lead Master Teacher position at the Lighthouse for Children Child Development Center.

WORKING CONDITIONS:

ENVIRONMENT:

- Lighthouse for Children Child Development Center classroom.
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- As specified in applicable Master Teacher or Lead Master Teacher job description.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- As specified in applicable Master Teacher or Lead Master Teacher job description.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 01/01/2024