



EMPLOYMENT OPPORTUNITY

DATE OF POSTING: January 2012
POSITION TITLE: Mentor Teacher
WORK SCHEDULE: 9 Month Position – 32 Hours per Week

QUALIFICATIONS/REQUIREMENTS:

Bachelor's degree in Early Childhood Education and a minimum of five years experience in the early childhood education field with at least three years as a classroom Teacher for three to five year olds is required. Experience working with diverse student populations preferred. Must be proficient in computer use and Microsoft systems. Valid driver's license and reliable means of transportation required.

TYPICAL DUTIES/RESPONSIBILITIES:

1. Works directly with classroom employees to foster increased job competency.
2. Provides reflective supervision and support.
3. Observes classrooms regularly and frequently, documenting all observations.
4. Provides classroom observation results to the Center Supervisor and teaching teams.
5. In conjunction with the Center Supervisor, makes recommendations on improving classroom function(s).
6. Follows-up with teaching teams to ensure suggested improvements have been carried out.
7. Ensures that curriculums and assessments are implemented correctly.
8. Provides current and innovative teaching resources to employees.
9. Collects and analyzes classroom data to be used to plan trainings and staff development opportunities.
10. Provides appropriate trainings for classroom employees.
11. Facilitates implementation of professional development plans for all classroom employees.
12. Provides orientation for new classroom employees.
13. Maintains up-to-date knowledge in the areas of research and relevant innovations in the field.
14. Assists the Center Supervisor by supporting the on-going improvement of Teacher practices and the overall function of the center.
15. Displays the ability to work well with adult learners.
16. Collects and analyzes data and transforms the information into statistical and narrative reports.
17. Fosters individual and team goal setting to include the development of action plans to ensure established goals are met.
18. Ensures that Head Start Program Performance Standards, Illinois Department of Children & Family Services and Illinois Early Learning standards are implemented and maintained.

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Qualified applicants **must complete an employment application** available on our website at www.riverbendfamilies.org or by contacting our Human Resources Department at (618)463-8700. Copies of college transcript also required. **Resumes will not be accepted.**

Completed applications may be mailed, faxed or e-mailed to:

Riverbend Head Start & Family Services
Attn.: Human Resources
P. O. Box 250
Alton, IL 62002
Fax # (618)463-5915
E-Mail: lbostick@riverbendfamilies.org

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