



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Coach/Mentor

OPEN: October 9, 2019

EXEMPT: No

SALARY: (8) \$21.82-\$24.44 p/h DOE

SHIFT: Day

LOCATION: Early Learning Center

DURATION: Regular Full Time

CLOSES: October 16, 2019

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning

SUPERVISOR: Early Learning Dir.

VACANCIES: 1

JOB SUMMARY: The Coach/Mentor works supportively and positively with teaching staff to improve their teaching knowledge skills. The goal of increasing teacher quality will result in increased learning for children. Track education staff progress towards goals.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Relationship Building: Establish and maintain a positive, trusting, supportive relationship with teaching staff.
2. Facilitates effective communication, problem solving, planning, cooperation and follow through with teaching staff through frequent meetings, written communication and other means.
3. Cultural Sensitivity: Works together with parents and teaching staff to foster positive self-identity in all children and families.
4. Communication, Listening and Reflective Inquiry: Utilizes effective communication skills – building trust and confidentiality, careful listening, and asking questions for clarification.
5. Professional Development: Provide training to all protégés related to ongoing child assessment and its connection to teaching and learning; the aggregation and analysis of child progress data and the use of such information for curriculum implementation and continuous program improvement; strategies for improving child-teacher interactions; and effective strategies for working with culturally, linguistically, developmentally and age diverse groups of children.
6. Provides individual teaching staff with ongoing feedback, modeling, and coaching toward the goal of quality teaching.
7. Problem Solving: Assist teaching staff in finding solutions when concerns arise by defining the issues and selecting strategies for remedying the situations.
8. Providing and Receiving Feedback: Utilizes guiding principles of honesty, encouragement and respect when providing feedback to teaching staff.
9. Planning/Development: Develops objectives with a Professional Development Plan with each protégé, including college coursework and a path to a degree; making adjustments as needed.
10. Training and Implementation: Participates in and implements Mentor Coach training.
11. Support and Coordination: Offers guidance and information regarding latest research-based practice in language/literacy development, math, social-emotional development, curriculum planning, observation, child assessment, individualizing, tracking child outcomes, classroom strategies, identifying resources and creating a supportive learning environment.
12. Observation: Observes monitors and documents each protégé's performance in the classroom.

13. Resource Development: Identifies and utilizes appropriate/available resources to enhance the quality of classroom teaching.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts Degree or higher in Early Childhood,
- **OR** Highly desired: Master's in Early Childhood.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to comply and enforce the Confidentiality Policy
- Ability to lift 40 pounds and willing to interact with children at their level
- Adaptable to be culturally sensitive with the Lummi Nation Community
- Have the capacity to offer assistance to teachers in the implementation and adaptation of curricula to the group and individual needs of children in a Head Start classroom
- Ability to work in an atmosphere of open communication with all staff members
- Ability to work with young children and families
- Ability to maintain health and safety standards
- Ability to work as a team member
- Ability to be an open and positive employee

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Proof of U.S. Citizenship for employment eligibility
- Upon employment obtain Classroom Assessment Scoring System (CLASS) reliability
- Upon employment obtain a physical, TB test and MMR immunity.
- Upon employment obtain certifications with food handler's permit, CPR, HIV Training and First Aid
- Must complete mandatory reporting training within orientation period.
- Willing to attend trainings and keep personal training file updated demonstrating pursuit

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.

