

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Preschool Mentor

Reports To: Off-Site Programs Manager

Supervises: N/A

FLSA Status: Exempt Non-Exempt

Position Purpose:

This position assists the staff at an assigned child care collaboration partner's site to implement Preschool for All and Head Start programming. A child care collaboration partner serves children who are receiving child care services as well as Head Start services at the child care partner's site.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Help child care collaboration staff plan and implement a developmentally appropriate child education program that is inclusive of all children based on best practices as defined by Head Start Performance Standards, NAEYC, and Illinois Early Learning Standards.
- Complete at least two home visits and two parent-teacher conferences per year to provide for parent goal-setting for their child and to share their child's progress.
- Provide, accurately document, and enter family demographic information, child attendance, program enrollment data, family support, health, dental, and nutrition services.
- Attend teaching team meetings with child care collaboration staff as scheduled.
- Ensure that Family Partnership Agreements are complete and appropriate follow-up is documented in the family file.
- Arrange and or provide transportation.
- Recruit and enroll families including expectant families using established priority and eligibility systems. Maintain waiting list and notify families of their status.
- Ensure child/family hard-copy and electronic files are complete and orderly including, but not limited to, case notes, child development information, health and disabilities screenings, communication forms, and Family Service information.

General Duties and Responsibilities:

- Use appropriate child guidance techniques and language
- Work in partnership with program staff, providers, and families, modeling respectful ways of interacting and maintaining confidentiality.
- Complete required paperwork and documentation per established deadlines.

- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Participate in professional development experiences, including program self-assessment.
- Comply specifically with Head Start Program Performance Standard 1305.4 regarding determination, verification and documentation of eligibility for Head Start/Early Head Start services.
- Meet regularly with supervisor, family support team, and other staff as needed and/or scheduled by supervisor.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Must possess Type 04 Teaching Certification or, as of 2012, a teaching certificate with an endorsement to teach children birth to 8-years-old.
- Ability to relate well to children, parents, staff and the community
- Ability to travel as required.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.
- Ability to lift 50 pounds.
- Respect for the principles of Equal Employment Opportunity (body of legislation) and ADA.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee_____

Date_____