



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Early Childhood Mentor
POSITION NO.	502693
LOCATION	Warwick
REPORTS TO	Professor
GRADE	CCRIPSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week.
SUPERVISION	N/A
REVISION DATE	June 2019

JOB SUMMARY:

To mentor students who are actively enrolled in the RI Early Childhood Education and Training Program (RIECETP) as well as Child Development Associate Candidates (CDA).

DUTIES AND RESPONSIBILITIES:

- To achieve the goal of creating a collaborative and constructive relationship that increases the skillfulness of the student and the quality of the early care and learning experience of the children in the mentee's care.
- Supervise, observe mentee/mentees and provide feedback at a minimum of every three weeks.
- Collaborate with Program Coordinator about all aspects of the CDA program and RIECETP
- Responsible for advising and monitoring mentors as they perform all aspects of their mentoring role. Communicate to mentors any changes in program structure or student needs.
- Formally observe mentee/mentees in the classroom setting and meet during a time of "non-child care duties" for one hour per month or more if deemed necessary.
- Incorporate topics such as child growth and development, curriculum, environment and best practices. Provide early childhood resources to mentors to assist in supporting students.
- Develop a relationship with center director or supervisors to provide ongoing communication regarding the mentee's progress, and to offer any additional support and guidance to the mentee that the center director or supervisor may identify.
- Mentors will encourage and continuously support the mentee/mentees in identifying and implementing best practices through the use of reflective practice, academic support, planning, and discussion of the connection between coursework and classroom practice.
- Mentors will attend monthly meetings with the Program Coordinator to discuss student progress, recommendations, etc.
- Maintain mentee reports on a monthly basis, plan of action, recommendations and act as a liaison, advocate, and resource person for their mentees.
- Assist mentees in developing effective self-advocacy and leadership skills.
- Active and continuous participation in professional development.
- Assist in recruitment of grant students and center-based and family home care providers.
- Assist in recruitment of Child Development Associate candidates.
- Demonstrate commitment to the community college mission and its diverse student populations.
- Strong communication, organizational and interpersonal skills and a collaborative approach to working with students, colleagues and the early childhood community.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaborate with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive, and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Master's degree in Early Childhood Education
- Certification in Early Childhood Education – Pre K to Grade 2.
- CLASS Certified/Reliable
- Experience and knowledge of the CDA process.
- Completion of RIELDS Level II
- At least 3 years of mentoring and coaching experience required with adults.
- Working Knowledge of Adobe InDesign, Board maker and Microsoft Office Suite.
- Ability to demonstrate a working knowledge of RI Workforce Knowledge Competencies.
- Travel to multi-campus locations, center-based and family home care providers.
- Experienced in facilitating vetted trainings and workshops.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.